

# INTRAMURAL SPORTS



# PARTICIPANT HANDBOOK

UNIVERSITY OF WISCONSIN-WHITewater

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**UW-W REC SPORTS APP  
AVAILABLE FOR FREE  
APPLE APP STORE AND GOOGLE PLAY**

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**DISCLAIMER:** *This handbook contains general rules, policies and procedures that are designed to govern the day-to-day operations of Intramural Sports at the University of Wisconsin-Whitewater. Please note Intramural Sports staff review all contents of this Participant Handbook at the conclusion of each academic semester. Although rules, policies and procedures do not intend to be changed during an active semester, staff reserve the right to change items at their discretion. This handbook does not contain activity-specific rulebooks, which will not be changed once a semester's activity schedule has been published. Suggestions and feedback are welcome at all times and all items are subject to review. Staff members may, at times, be in positions to make decisions that may not be specifically addressed in this handbook. **In the event any activity-specific rule, policy and/or procedure conflicts with information in this handbook, the handbook rule, policy and/or procedure will supersede (i.e. overrule) the activity-specific item referenced.***

*All participants are responsible for knowing rules, policies and procedures and are encouraged to review items PRIOR to participating. By the virtue of registering for Intramural Sports activities, participants agree to abide by and adhere to the items outlined in this handbook. Staff members are also available to assist with questions or concerns, both on-site during participation and in administrative capacities.*

## WELCOME

Thank you for your interest in Intramural Sports at the University of Wisconsin-Whitewater! The program has a rich history and tradition of providing the campus community with an eclectic offering of fun activities and involvement opportunities, as well as maintaining focus on developing great student staff along the way. Whether you are looking to continue playing the activities you have grown to love and enjoy or if you're looking to try something new, we believe we have something for everyone that can fill any recreational and competitive voids you may have.

The Intramural Sports program operates as part of the Office of Recreation Sports & Facilities. The department's mission is to provide facilities, programs and services that address all physical, recreational and leisure pursuits of the university community. Emphasis is placed on participation, increasing knowledge of wellness and physical fitness and promoting healthy lifestyle behaviors. Intramural Sports also aims to provide social competence and group loyalty.

The goal for Intramural Sports is to follow our motto, "A Sport for Everyone, and Everyone in a Sport" as best we can, as we work towards acknowledging and honoring the variety of reasons why members of the campus community choose to spend their time with the program.

**"We are all Warhawks."** These four words are used very proudly on campus. While that statement is absolutely something Intramural Sports operates under, it is important all parties involved with Intramural Sports participation understands everyone has a different idea of what it means to be a Warhawk. Whatever these ideas are, we are all members of a wonderful campus community and Intramural Sports takes pride in being a leader in campus involvement. We are fortunate to have great support on this campus, where even recreational programs are often met with high levels of intensity and competitive spirit. It must, however, be emphasized that Intramural Sports strives to be a place where participants feel safe, welcome and comfortable to express themselves and participate in as positive and appropriate of a manner as possible.

Participating members, staff and other supporting personnel are encouraged to submit feedback and suggestions at any time! All we ask in return is that individuals, opinions and outcomes are respected and challenged appropriately and that rules/policies/procedures are dutifully followed; especially during circumstances where the heat of competition, subjectively and feelings of discontent may get the best of us.

Please keep these items in mind while participating, because as much as the program wants to be prepared for the many varying circumstances we may collectively face, it is impossible to predict exactly what will happen. Rules, policies and procedures may also not apply exactly as they are written/displayed in some instances as situations and experiences evolve. Administrative staff reserve the right to act on and enforce situations/rules at their discretion and will govern in a manner that is fair for all parties involved. We are happy to learn and grow right alongside you during each interaction we have and thank you in advance for your trust in doing what we believe is best at the time, given information and resources at our disposal.

Information on how to get in-touch with our staff can be found in [Section 22](#) of this handbook.

Staff monitors the [imsports@uww.edu](mailto:imsports@uww.edu) email account regularly. Participants are encouraged to use that account for all inquiries requiring the attention of administrative staff.

## **ASSUMPTION OF RISK**

Participation in all programs and services offered by the Office of Recreation Sports & Facilities is voluntary and done at your own risk. The Office of Recreation Sports & Facilities, UW-Whitewater, the University of Wisconsin System and the UW System Board of Regents, along with other affiliated entities, are not responsible for accidents, injuries or any other harm resulting from participation in Intramural Sports.

### **Participant Defined**

In most instances, the term “participant” refers to a rostered individual who has checked in (or will check in) for an Intramural activity. This includes all bench personnel. When applicable, the term may also refer to prospective participants, individuals attending contests (i.e. fans, spectators) and staff.

### **Activity Defined**

In most instances, the term “activity” refers to an individual activity/sport offered by the Intramural Sports program. When applicable, the term may also apply to a specific contest or event.

### **Participation Waiver**

Any persons registering to participate in an Intramural Sports activity is required to acknowledge and electronically consent to an online participation waiver prior to being placed on a team roster. Tangible copies of this waiver are available to sign upon request. The waiver process must be followed each time an individual registers for an activity.

### **Participation Waiver Statement**

The statement all participants must acknowledge and consent to is stated as-follows:

*I understand that not all risks can be foreseen and there are some risks which are unpredictable. I understand that there are certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of participation, which include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis, and even death. I understand that the university has advised me to seek the advice of my physician before participating in the intramural sports activities. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for me by the University of the State of Wisconsin. I know, understand and appreciate the risks that are inherent in the programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.*

Any person participating in a given Intramural Sports activity without a waiver properly documented is subject to eligibility penalties outlined in [Section 1](#) of this handbook. All participating individuals are responsible for their conduct, which includes ensuring their waiver has been properly acknowledged. The Office of Recreation Sports & Facilities is not responsible for an individual participating in any programs and/or services without appropriate waiver documentation.

### **Insurance & Liability Coverage**

The Office of Recreation Sports & Facilities does not provide health/medical, accident or any other type of insurance coverage for participants. Participants are encouraged to have their own personal coverage, although insurance coverage is not a requirement for participation.

### **Persons Under the Age of 18**

Persons under the age of 18 are permitted to participate in an intramural activity permitted they meet eligibility standards defined by the Intramural Sports program. Online management of activities will take notice of individuals under the age of 18 and will not permit those individuals to acknowledge the online waiver, given specific technology settings. Therefore, a parent or legal guardian who is on-record as such with UW-Whitewater enrollment records must acknowledge and sign a physical copy of a paper waiver, to be provided by Intramural Sports administrative staff. This waiver must be filed with administrative staff PRIOR to participation. Participation without proper approval and waiver acknowledgement is subject to eligibility penalties outlined in [Section 1](#) of this handbook.

### Personal Items

Any personal items/equipment used by a participant or their affiliated team (or another team/individual) is done so at the discretion of the item's owner. This includes items that may be used without owner knowledge/consent. Intramural Sports will not use a participant's personal property without implied consent BEFORE participation commences. Personal items and/or belongings damaged, stolen and/or lost as a result of Intramural Sports participation are not the responsibility of the Office of Recreation Sports & Facilities. More information may be found in [Section 14](#) of this handbook.

### Use of Likeness

By participating in the Intramural Sports program, individuals acknowledge the Office of Recreation Sports & Facilities, UW-Whitewater Marketing & Communications and other affiliated organizations/departments may use their name, images and likeness. The use of likeness is subject to appear in photos, videos, on television, in a live stream feed, in social media posts and other possible avenues. Individuals will not be compensated by the Office of Recreation Sports & Facilities for the use of their name, images and likeness.

### Return to Play

Any UW-Whitewater Rec Sports staff member has the authority to prevent a participant from continuing their involvement in any Intramural Sports activity if/when, based on staff judgment, any individual's health and/or safety may be at increased risk by continuing participation. This includes teammates and opponents. Any participant asked to refrain from continuing their involvement is expected to respect such a request, even in the event of a disagreement.

## SECTION 1 – ELIGIBILITY

Intramural Sports participation is currently included in part of [student segregated fees](#). Any fee-paying student is to be considered automatically eligible for participation in Intramural Sports-related activities (excluding certain circumstances determined by UW-Whitewater personnel). This statement is subject to change based on situations that may apply to students on a subjective basis. Non-fee-paying students may also be considered eligible for Intramural Sports participation pending party agreement between the Office of Recreation Sports & Facilities and Whitewater Student Government and/or special consideration examined and granted on a case-by-case basis.

### Overview

In addition to the statement at the beginning of this section, all students currently enrolled in at least 0.5 credits, along with all faculty/staff members are eligible to participate in Intramural Sports. Membership stipulations may apply at the discretion of administrative staff. Other eligibility situations not defined in this handbook are subject to review by Rec Sports staff. Participants are asked to be familiar with the following general eligibility guidelines:

- Each individual is responsible for their own identity and cannot represent another individual on any intramural team roster
- Team captains are responsible for ensuring eligibility of all team members but are not able to represent team members in identity-related situations
- All participants must legally be on the team roster AND present a valid UW-Whitewater-issued ID (i.e. Hawk Card) prior to a scheduled contest or whenever prompted by any Rec Sports staff member
- Participants may be added to a team roster at any time during a regular season and up until semi-final rounds of playoff brackets. Rosters freeze once a bracket reaches its semi-final round
- An individual may participate on no more than two (2) teams within the same league permitting league eligibility is not violated. Certain restrictions may apply for varsity, former varsity and club athletes
- If a participant is scheduled to play on multiple teams at the same time (same activity or not), it is the responsibility of the individual to choose which team they will participate with. Reschedule requests are permitted when these circumstances arise, but are not guaranteed to work in the requesting team's favor

- Once a participant has checked in to a contest for a specific team, that individual must remain on that team's roster for the duration of the activity's season (including playoffs)
  - EXCEPTION: A participant is permitted to compete with a team and switch to a different team in the same league during a season as long as both team captains of the impacted teams agree to the switch. Switching teams is not permitted once rosters freeze at a bracket's semi-final round. Participants may not switch rosters once a team they are a rostered member of is eliminated from season play. Participants would be eligible to join a team at any time as long as they have eligibility status remaining in a given league type
- Activity registration will close at an advertised date and time. In some cases, registration may be extended to recruit teams and/or finish any registrations that may be on hold
- An individual who participates in any contest/event without being on a team roster will be subject to immediate roster removal, pending situational review by administrative staff. Participants must be on team rosters, acknowledge the participation waiver and check in with appropriate contest personnel prior to entering a contest. Teams and individuals are subject to in-game and/or administrative infractions for violating this rule. Contests may be subject to forfeit policies if the individual is not eligible for participation in any regard
- Never assume a suspension or ineligibility status displayed in IMLeagues is a result of something negative that may have happened. If you have a question regarding your eligibility status as it is displayed via IMLeagues and/or the UW-W Rec Sports app and your ability to participate in any Intramural Sports activity, [contact our staff](#) immediately

### Identity & Inclusion

All individuals meeting eligibility standards are welcome participants of the Intramural Sports program. For programming and league classification purposes, participants are asked to confirm the gender under which they prefer to participate upon their initial sign in to IMLeagues each academic year (timeline is subject to change as/if technology and member management updates warrant). Individuals are welcome to participate as the gender which affirms their personal identity, although gender identity may not be changed once an individual has participated in a single contest within an activity. Identity can be changed any time before a season begins or once a season ends.

In the event someone wishes to change their personal identity preferences in the middle of a season, appropriate campus representatives may be consulted in an effort to reach a conclusion that is fair for all parties involved. The Office of Recreation Sports & Facilities reserves the right to deny any IMLeagues gender change request without proper rationale being provided by the requesting individual.

Gender-related eligibility issues are subject to review on an individual basis. Reviews are conducted by Rec Sports personnel, the individual(s) involved in the situation and appropriate UW-Whitewater personnel. Conclusions are final and not subject to protest by other participating teams/individuals. Individuals are permitted to change their gender classification at any time, but may be respectfully asked to provide rationale. Teammates and opposing participants may not be notified of any gender-related decisions, approvals, etc. prior to activity contests/events, however inquiries may certainly be made, permitted they are done so respectfully.

**NOTE:** Gender-specific rules may apply in leagues defined as "co-rec." Leagues defined as "open" do not have any gender-specific rules. Not all activities offer co-rec and/or open leagues. League types for each activity are determined by a combination of factors that include, but are not limited to historic participation data, current campus demographics and recreational trends.

- An individual identifying as "male" may participate in male, co-rec or open leagues
- An individual identifying as "female" may participate in female, co-rec or open leagues



- If an individual identifies themselves in a manner not previously described, they are welcome to meet with Intramural Sports staff and/or applicable campus personnel in an effort to determine the best course of action necessary to make Intramural Sports participation fair for all parties involved
- In some cases, single gender leagues in team activities may not fill according to intent or anticipation. Intramural Sports strives to cultivate an environment where anyone can participate. In the event a league is not available/does not fill in a team activity (example, a women's league in Basketball), an individual may participate in another league with members of the opposite gender and the team may still participate in the intended single-gender league
  - POINT OF CLARIFICATION: Rosters must be comprised of a majority of the intended gender by meeting quorum plus one
    - Rosters of two (2) – must be completely comprised of the same gender
    - Rosters of three (3) – must have at least two (2) members of the intended gender
    - Rosters of four (4) – must have at least three (3) members of the intended gender
    - Rosters of five (5) – must have at least four (4) members of the intended gender
    - Rosters of six (6) – must have at least four (4) members of the intended gender
    - Rosters of seven (7) – must have at least five (5) members of the intended gender
    - Rosters of eight (8) – must have at least six (6) members of the intended gender
    - Rosters of nine (9) – must have at least six (6) members of the intended gender
    - Rosters of ten (10) – must have at least seven (7) members of the intended gender
    - Rosters over ten (10) – to be examined on a case-by-case basis

### **HawkCards, Improper Use & Affiliated Accepted Forms**

Given eligibility standards established by UW-Whitewater and the Office of Recreation Sports & Facilities, the ability to confirm someone as an active member of the student population or the faculty/staff is paramount when it comes to ensuring student fees and campus resources are being put to fair and appropriate use.

All individuals must participate as themselves, meaning a valid UW-Whitewater-issued ID (i.e. HawkCard) must be presented to check in prior to each intramural-related contest/event. Individuals are not permitted to assume the identification of another participant by using someone else's HawkCard. If this rule is violated, both the individual using someone else's HawkCard AND the actual owner of the card may face disciplinary action.

Individuals refusing to present a valid HawkCard are not permitted entry into an Intramural Sports contest/event. HawkCards are expected to be on a participant's person at all times and must be presented to Rec Sports staff upon request. In order for a HawkCard to be accepted, the participant's name, campus identification number and picture must be clearly visible. Staff members may refuse to accept a HawkCard in the event any part of the card is unclear and/or questionable.

In the event a HawkCard cannot be physically provided to staff, the only other accepted form of UW-Whitewater identification is a picture of an individual's HawkCard. Other forms of identification cannot be accepted at this time, including, but not limited to:

- Driver License or Government/Military-Issued Identification: does not show/confirm enrollment at UW-Whitewater
- Access to a UW-Whitewater WINS account: does not contain photo identification to confirm an individual is who they may say they are
- A UW-Whitewater Class Schedule: does not contain photo identification to confirm an individual is who they may say they are
- The ID feature in the UW-W Rec Sports app: the app is currently available only as a QR code that, when scanned, does not present conclusive information, including a photo to identify the person in-question

For more on HawkCards, [visit the HawkCard website](#). **All UW System ID policies are followed by Intramural Sports.**

### Intercollegiate Athletes

Members of current UW-Whitewater Intercollegiate Athletics teams are eligible for Intramural Sports activities, except for those activities corresponding with their varsity sport counterpart. The table for corresponding sports is displayed below.

<u>Intercollegiate Sport</u>	<u>Corresponding Activity *</u>
Baseball	Softball, Wiffleball
Basketball	All Basketball-related activities and tournaments
Bowling	None – note Warhawk Alley and the University Center may have participation policies
Cross Country	None
Football	Flag Football (indoor and outdoor)
Golf	All Golf-related activities and tournaments
Gymnastics	None
Soccer	Futsal, Soccer (indoor and outdoor)
Softball	Softball, Wiffleball
Swimming/Diving <sup>^</sup>	Innertube Water Polo
Tennis	Badminton, Pickleball, Racquetball, Table Tennis, Tennis
Track & Field	None
Volleyball	CROSSNET, Sand Volleyball, Spikeball, Volleyball, Wallyball
Wheelchair Basketball <sup>~</sup>	Wheelchair Basketball
Wrestling	None

*\* table is based on a schedule of traditional intramural activities and is subject to change at any time*

*<sup>^</sup> swimming/diving athletes may not specifically play water polo, however their skills in the swimming pool are considered to put them at a significant advantage compared to any counterparts*

*<sup>~</sup> wheelchair basketball is not considered a varsity/intercollegiate sport but athletes must still follow this rule*

Intercollegiate athletes are defined as any individual who is on the competitive team roster at any point during their collegiate career. This includes individuals who may not receive playing time and may be on a team roster for practice purposes. Final rulings for eligibility status reviews will be rendered by using team rosters as they are displayed (and made available to the general public) on the [UW-Whitewater Athletics website](#) (including archived rosters). If updated rosters are not available online, administrative staff will consult with the appropriate [Intercollegiate Athletics administrator and/or team coaching staff](#).

Athletes are ineligible for participation in their sport's corresponding intramural activity for the entire academic year in which they were rostered. This is even true in the event someone receives intercollegiate ineligibility status, no longer wishes to remain as part of the team in which they were rostered, and/or if they are removed from the team in which they were rostered for any reason. The reason this rule applies for the entire academic year is because of the amount of activity coaching, practice, competition, personal training/strength/conditioning coaching, athletic training support/medical care, health/wellness coaching and additional support services an individual may have access to compared to someone who may not have been rostered with a team reporting to Intercollegiate Athletics.

For the sake of this rule, the academic year is defined by the UW System approved [UW-Whitewater academic calendar](#). Dates are subject to change on an annual basis. Once an athlete is no longer on a roster that reports to Intercollegiate Athletics, they are eligible for intramural participation in that sport's corresponding intramural activity beginning with the fall semester of the following academic year.



Athletes who participated in NAIA, NJCAA or NCAA programs from other institutions not affiliated with UW-Whitewater but transfer to UW-Whitewater are subject to eligibility ruling on a case-by-case basis.

In an effort to avoid any possible infractions/violations of an intercollegiate governing body, rostered athletes under the Intercollegiate Athletics umbrella are ineligible to participate in fantasy sports or pick 'em activities offered by Intramural Sports. In the event an Intercollegiate athlete wins an intramural championship, a t-shirt may not be awarded until due diligence is performed by administrative staff and the athlete in-question is clear of any impermissible benefit/infraction.

Athletes are expected to exhibit excellent sportsmanship and be good stewards/representatives of UW-Whitewater at all times. The Office of Recreation Sports & Facilities does not condone showing favoritism and it is intended Intercollegiate athletes will be given the same courtesies afforded to all UW-Whitewater students, faculty and staff. Any perceived issues may be referred to applicable coaching staff members, Intercollegiate Athletics personnel and/or the Dean of Students Office.

All decisions regarding athlete eligibility are subject to protest and review with the Intercollegiate Athletics compliance staff.

### Former Intercollegiate Athletes

Any member of an intercollegiate team whose eligibility ends or who discontinues participation for any reason may not participate in a corresponding intramural activity until the fall semester of the following academic year. Some intramural activities may have roster restrictions for former intercollegiate athletes. If restrictions do apply, they will be listed in an activity's specific rulebook.

Once on any Intercollegiate Athletics roster, an individual will always be considered a former intercollegiate athlete for Intramural Sports purposes.

### Club Sports Athletes

Members of current [Club Sports](#) teams are eligible for all intramural activities, although some roster restrictions for club athletes may apply in activities in which there is a corresponding club sport.

If a specific club team has not started its competitive season at the time of the first scheduled intramural contest in a corresponding activity, the club roster from the previous academic year will be used.

If a club team adds an intramural participant from a corresponding activity during the current intramural season, the athlete is eligible for intramural participation as long as the club team addition was made AFTER the initial intramural participation.

**Teams may have both a former intercollegiate athlete and current Club Sports athlete on their roster, although no more than a combination of two (2) such athletes are permitted on a single team roster across all corresponding activities EXCEPT Softball (combination of four).**

### Former Club Sports Athletes

There are no rules or policies restricting former club athletes and any corresponding intramural participation that may take place after an individual leaves Club Sports, unless the person in-question was a former intercollegiate or professional athlete.

### Professional Athletes

Any individual who received professional playing status in a particular sport/activity may not compete in that activity or its corresponding activity in which they competed as a professional for a period of up to two (2) years after the completion of their last professional season. Professional status determinations and affiliated timelines are decided on a case-by-case basis at the discretion of Rec Sports administrative staff.

### UW-Whitewater at Rock County Students

Athletes rostered with the UW-Whitewater at Rock County Athletics program are defined as Intercollegiate Athletes and must abide by the same rules and policies as athletes from Intercollegiate Athletics on UW-Whitewater's main campus.

All other UW-Whitewater at Rock County students are to be considered students on the main campus. All eligibility rules and involvement opportunities that apply to main campus students apply to students from the Rock County campus.

### Alumni and Community Members

Alumni and community members are not eligible for intramural participation.

### Infractions & Penalties

In the event any individual participant or team is found to be in violation of any eligibility rule(s), disciplinary measures may be taken. Example of said measures include, but are not limited to:

- Immediate dismissal from the contest/event in-question
- Contest forfeiture (with possible forfeit fee implementation)
- Decrease in team's sportsmanship standing
- Eligibility status revocation
- Team suspension
- Loss of playoff qualification
- Loss of Rec Sports department privileges
- Potential loss of HawkCard use
- Referral to the Dean of Students Office
- Other circumstantial options deemed appropriate by administrative staff

### UW System Chapter 17

All participants are responsible for both their individual and team conduct. UW-Whitewater Intramural Sports and the [Dean of Students Office](#) along with UW-Whitewater and the UW System collaboratively follow UW System Student Non-Academic Compliance and Disciplinary Procedures, as outlined in [Chapter UWS 17](#). In the event an individual student's Intramural Sports eligibility status comes into question following a review by the Dean of Students Office, the Office of Recreation Sports & Facilities will follow the directions as outlined by the affiliated reviewer(s). Participation status impacted by an outcome rendered by the Dean of Students Office is not subject to appeal or protest with Intramural Sports administrative staff, but may be subject to appeal to other UW-Whitewater governance groups.

### SECTION 2 – ROSTERS AND FREE AGENTS

A roster member is an individual who is currently listed on a team roster in IMLeagues, regardless of the number of contests that member may have participated in. Only individuals who are on a team roster are permitted to participate in a contest, which also applies for activities that have singles and doubles leagues.

If an individual wishes to play on a team but is not on the team roster, the individual must sign in to IMLeagues, pass the participant quiz and acknowledge the participant waiver in order to be eligible for that team. Roster additions are subject to team captain approval. Intramural Sports staff will not accept roster additions without captain knowledge/consent.

If a prospective team member is not on a team roster by the time scoresheets are printed, the on-site supervisor **MUST** verify eligibility prior to competition. A member not on a roster is not permitted to play. This is also in the event of any technological issues. When experiencing any issues, **ALWAYS** consult with administrative staff as we can work to find a solution (eligibility permitting).

### Assembling Team Rosters

Team rosters are assembled and maintained in [IMLeagues](#). Rosters may be edited by administrative staff and team captains only. Team captains can send invitations to prospective team members they wish to add to their roster, or individuals may request to be added to a team's roster. If invited by a team captain, individuals will automatically be added to a team roster permitting they followed all of the necessary steps. If an individual requests to join a team, the team captain must approve of the addition.

### Roster Minimums

Some activities have roster minimums required to receive consideration to start a contest. In the event the minimum number of participants required to start a contest cannot be met in a timely manner, a contest is subject to forfeiture, regardless of regular season or playoff status.

**NOTE:** It is possible that a roster may not have enough players listed come the day of a scheduled contest, however opposing teams and staff should NEVER assume the roster is incomplete, as players often add themselves shortly before a contest is scheduled to start. While this does present some inconveniences and possible confusion, teams are not in violation of any rule/policy when doing this. Teams are encouraged to get members on their roster as soon as the team is approved following its creation.

### Roster Maximums

There are no maximums on rosters. In fact, having additional players has many benefits, especially come playoff time when a team may be asked to play during a day/time that may vary from their regular season schedule. However, teams can only have so many players on the playing surface at a time (governed by activity-specific rules) and championship winning teams can only receive some many shirts (see the championship shirt limitations in the [handbook appendix](#)). Roster management is the responsibility of the team captain.

### Coaches

Given captains are responsible for a most team operations, Intramural Sports does not recognize team coaches for consistency sake, although individuals are permitted to provide strategy and direction on team sidelines. This is so rules and policies can be enforced to all participating teams as consistently and fairly as possible. If a team wishes to have someone act as a "coach," that individual must be on the team roster, just like any other team member. Even with this rule, traditional "coaching boxes" and other playing surface markings may still be recognized in an effort to help establish and maintain designated team bench areas. If permitted by activity-specific rules, any rostered team member may call a timeout. Team "coaches" must abide by all sportsmanship policies and when a team designates a "coach," the teams are held to stronger bench decorum expectations given sideline and team bench management responsibilities typically bestowed to individuals in coaching capacities.

### Player Restrictions

Specific activities may have roster and players restrictions, especially as they may relate to a participant's status as an intercollegiate, club or professional athlete. If any restrictions do apply, they will be listed in activity-specific rulebooks.

Participants are permitted to play on up to two (2) teams in each league type that applies to them within an activity.

For more information on player restrictions, please refer back to the ["Eligibility" section](#) of this handbook.

### Making Roster Additions

During an activity's regular season, roster additions may be made at any time pending team captain approval. It is recommended all roster additions for the current intramural business day be made by 3:00 pm that day to ensure members are either printed on that day's scoresheets or that the IMLeagues system has sufficient time to process the addition request. Requests to add someone to a team roster after 3:00 pm may not be acknowledged in time for a roster to be updated for that day's events. Teams are encouraged to facilitate roster additions as early in a day as possible. Roster additions may be made on-site with a supervisor but are subject to taking longer to process, which may delay individual participation and/or team compliance with activity-specific contest rules.

Roster additions may be made via IMLeagues up until the semi-final round of an applicable playoff bracket. Roster addition requests made during playoffs must follow all roster addition rules from an activity's regular season.

Addition requests may be made directly online via IMLeagues or via the FREW UW-W Rec Sports app. In the event those preferred methods do not work for a team, requests may also be made by emailing [imsports@uww.edu](mailto:imsports@uww.edu), by calling 262-472-1145 or by working with the on-site supervisor, although these types of requests run the risk of not being addressed by staff in a timely manner. If a roster addition is not processed in time for a contest, eligibility rules still remain in effect. On-site supervisors are trained on how to address these types of situations and will be available to assist. Please be advised not all roster addition situations are the same and may be addressed on a circumstantial basis.

### **Roster Freezes**

Rosters will freeze once a playoff bracket reaches its semi-final round. Teams will receive what is referred to as a "playoff memo" before the conclusion of an activity's regular season (when applicable) and activity-specific roster reminders will be shared. No roster additions are permitted once rosters are officially frozen. Individuals on teams who do not qualify for playoffs or lose during playoffs are not permitted to join another team unless they are eligible to do so by rule.

In some cases, administrative staff may exercise the right to increase the window of time to allow roster additions. Such opportunities would be communicated with and afforded to all applicable/remaining teams.

### **Individuals with Multiple Teams**

Individual participants are of course permitted to play with multiple teams in a given league or activity. If a participant is scheduled to play on multiple teams at the same time (same activity or not), it is the responsibility of the individual to choose which team they will participate with. Reschedule requests are permitted when these circumstances arise, but are not guaranteed to work in the requesting team's favor.

### **Individuals Wishing to Change Teams**

Once a participant has checked in to a contest for a specific team, that individual must remain on that team's roster for the duration of the activity's season (including playoffs). An exception to this rule applies if/when a participant competes with one team and wishes to switch to a different team in the same league during a season without losing eligibility/wishing to preserve the right to join a second team. Team captains of the impacted teams must agree to the switch.

Switching teams is allowed at any time during the roster addition period of an activity's season. Switching teams is not permitted once rosters freeze at a bracket's semi-final round. Participants may not switch rosters once a team they are a rostered member of is eliminated from season play. Participants would be eligible to join a team at any time as long as they have eligibility status remaining in a given league type.

### **Checking in to a Contest & Rec Sports Forgotten ID Policy**

All team members MUST check in to each intramural contest/event. In order to check in, the team must go to its assigned playing location and present their HawkCard to applicable staff. Present Intramural Sports administrative staff Supervisors, Officials and Scorekeepers are all eligible to check a participant in. Staff members will not hold on to HawkCards or other personal items for participants. See the [HawkCard section](#) of this handbook for additional details.

NO HawkCard = NO PLAY. No exceptions, EXCEPT for the Rec Sports Forgotten ID Policy. If a participant is unable to provide their HawkCard in an approved manner established via the HawkCard section of this handbook, they may go to the Office of Recreation Sports & Facilities to request a forgotten ID pass. This policy applies to all Rec Sports programs and service areas, and the forgotten ID pass may be awarded to an individual twice per semester.

If the forgotten ID pass is awarded (which comes via paper form), the form must be presented to the appropriate staff member at the site of contest/event check in.

If the forgotten ID pass has already been used the maximum number of times permitted by the Office of Recreation Sports & Facilities, daily Rec Sports guest pass policies will take effect and a guest pass may be required for purchase.

Forgotten ID passes may only be obtained in Room 100 of the Williams Center. Anyone forgetting their HawkCard in other campus facilities, including Roseman Gym, must go to Room 100 to inquire about a forgotten ID pass. While this presents frustrations and inconveniences, the resources to check forgotten ID status for individuals are only available at this facility at this time.

If a replacement HawkCard is needed, it is recommended you visit Room 250 of the University or contact [hawkcard@uww.edu](mailto:hawkcard@uww.edu). The Office of Recreation Sports & Facilities cannot produce replacement cards but does have a lost & found, which could also be where a lost card has been turned in.

For more on HawkCards, [please visit the HawkCard website](#).

### Contests Played

A contest is considered “played” once a participant has checked in. This is also the case in the event someone checks in but does not physically participate in a contest/event.

Rostered members do not need to have played in any contests to be eligible for playoffs, however rostered members must have participated in at least two (2) contests in order to be eligible to receive a championship t-shirt.

### Free Agents

In the event an individual wishes to participate in an activity but does not have a prospective team affiliation, they may place their name on the IMLeagues “Free Agent” list. It is the responsibility of team captains to check this list and recruit additional team members, but this is not a requirement. It is not guaranteed that a free agent will be invited to join a team. Free agents may request to join teams as well, however team additions must be approved by a team captain.

Anyone adding themselves to the free agent list may include activity-specific experiences, skills and day/time availability for contest participation as part of the recruitment process.

Intramural Sports administration does not contact teams to find roster placements for free agents. The staff will also not share personal information of individuals on the free agent list and any sharing of information is done at the discretion of the free agent themselves. If enough individuals listed on the free agent list are available to form a team, administration may assemble a team, although a team captain must be designated (and if/when applicable, pay for the team).

## SECTION 3 – ACTIVITY SCHEDULE AND RULES

### Current Activity Schedule

The Intramural Sports activity schedule is broken down into “quarters.” The fall semester includes first and second quarters, whereas the spring semester includes third and fourth quarters. Summer activities may be offered based on participant interest trends.

Activity schedules are posted online via the [Rec Sports website](#) and will be posted on a semesterly basis. Only activities in the current quarter OR with approaching registration openings will be posted in IMLeagues. Activities are normally removed from IMLeagues if registrations do not fill or once activity champions have been crowned.

The activity schedule is planned based on a combination of participation trends and campus interest. The schedule is subject to change on an annual basis. Changes to an activity schedule are typically not made during an academic semester/year unless determined appropriate by administrative staff.

The fall semester activity schedule is traditionally published around early to mid-August each year. The spring semester activity schedule is traditionally published around Thanksgiving break.



### Intramural Sports Business Days

Intramural Sports are typically played Sundays thru Thursdays, with some exceptions. Administrative staff are available Mondays thru Thursdays from 9:00 am to 7:00 pm and Fridays from 9:00 am to 3:00 pm. Staff are not available after the posted times previous listed given ongoing programs and services on campus and other obligations they may have. Meeting/appointment requests outside of posted times may be considered based on staff availability but are unlikely to be accommodated. Weekend office hours and meetings are not available.

In reference to the next “Intramural Business Days” for contest purposes the following timelines apply:

#### Current Intramural Business Day

Monday

Tuesday

Wednesday

Thursday

Sunday

#### Next Intramural Business Day

Tuesday

Wednesday

Thursday

Sunday

Monday

These timelines are important to reference when it comes to Regular Season ([Section 8](#)) and Playoff ([Section 9](#)) operations.

### Activity-Specific Rules

Each individual activity in the Intramural Sports schedule contains a set of specific rules. Activity rules can be found on the [Intramural Sports website](#) and in the “Handbook/Manuals” section of [IMLeagues](#). Rulebook copies are also available on-site with activity supervisors and in Williams Center Room 100 upon request.

Unless specific rules are stated within an activity rulebook or this handbook, [NIRSA](#), [WIAA](#) and [NFHS](#) rules and situations will apply and be utilized. These rulebooks are considered external documents are not linked anywhere by UW-Whitewater Intramural Sports and copies may not be available in-person. Participants are welcome to consult external resources however they see fit, at any time and at their own cost (if applicable). ***In the event any activity-specific rule, policy and/or procedure conflicts with information in this handbook, the handbook rule, policy and/or procedure will supersede (i.e. overrule) the activity-specific item referenced.***

Rule suggestions are accepted via the online [Intramural Sports Web Inquiry Form](#), email and via in-person dialogue. Rule and/or policy changes are not intended to be made once the current semester begins according to the official [UW-Whitewater academic calendar](#). Rules and policies are examined at the conclusion of each academic semester and all related inquiries will be considered as long as they are presented professionally.

As it relates to specific activities, their rules and how said rules/situations are adjudicated, Intramural Sports trains staff and intends to act/enforce rules and policies as consistently as possible and in manners that are “good for the game.” The spirit and intent of any given rule are to be considered in all circumstances and participants are expected to follow rules in good faith.

### **SECTION 4 – IMLEAGUES AND THE UW-W REC SPORTS APP**

IMLeagues is a third-party activity management system used by UW-Whitewater Rec Sports to organize most facets of the Intramural Sports program. Individuals must log in to IMLeagues to access content, although content is viewable without logging in. Everything from creating/joining a team, viewing team schedules, individual statistics/information, contest and activity results/standings and playoff configurations are all available in IMLeagues, and then some!

Individuals have their own IMLeagues profiles/accounts, which are automatically generated given individual ties to UW-Whitewater. In order for an individual profile/account to have access to IMLeagues content, individuals must initially activate their access by logging in to IMLeagues using their UW-Whitewater NetID and password. Upon the initial login, individuals will be asked to provide demographic information and will have the opportunity to opt out of automated communication services. Profiles must be activated each academic year and administrative staff reserve the right to overwrite some communication preference settings, given certain scenarios.

[Log in to IMLeagues](#)



**NOTE:** UW-Whitewater Intramural Sports administrators are not the developers of IMLeagues, although UW-Whitewater-specific content is added to the site by the Intramural Sports staff. The Office of Recreation Sports & Facilities does not specifically endorse or condone content displayed on IMLeagues outside of the items displayed on behalf of the Intramural Sports program. If any experiences difficulty with IMLeagues or has any questions about UW-Whitewater Rec Sports operations, it is recommended to NOT contact IMLeagues support services, but rather the UW-Whitewater Intramural Sports staff.

### UW-W Rec Sports App Overview

Intramural Sports content is available via the FREE UW-W Rec Sports app, which is a product of IMLeagues. Most Intramural Sports information and site functionality, which includes registrations, viewing schedules & results and playoff information are all available via this app. Upon initial download of the app, users will need to log in with their UW-Whitewater NetID and password. Please contact administrative staff for any app-related troubleshooting you may experience.

Other Rec Sports programs and services also utilize the UW-W Rec Sports app.

Download the app on [Apple devices here](#), or on [Android devices here](#).

### Registrations and Fees

All activity registrations are facilitated online or through the UW-W Rec Sports app via IMLeagues. If a team prefers an alternate registration option, in-person registration is available in Williams Center Room 100. Registrations typically open at 7:00 am and close at 4:00 pm on the respective dates listed via the semester activity schedule. Registration dates are subject to change at the discretion of Intramural Sports staff.

**NOTE:** Intramural Sports will not hold registration spots for anyone, as registrations are facilitated on a first-come, first-serve basis.

The Intramural Sports program, in collaboration with Whitewater Student Government and the Segregated University Fees Allocation Committee, does not charge any registration or entry fees for activity participation. Some exceptions, typically related to operations external to the UW-Whitewater campus, may apply (example – golf activities hosted at outside venues where green fees and cart rentals are the responsibility of the participant). In the event any internal activity fees are required, payment is collected online in IMLeagues via PayPal. No PayPal account is required. Payment is also accepted in Williams Center Room 100, although cash or check are the only current forms of payment accepted for Intramural Sports. A no-fee ATM is located on the second floor of the Williams Center.

### IMLeagues User Fee

UW-Whitewater does not charge user fees to utilize IMLeagues services. IMLeagues site developers generate company revenue via enabling advertisements and site cookies. The ads individuals may see are directly attributed to how cookie settings are configured in an individual's personal web browser. UW-Whitewater is not responsible for ad content that may appear in IMLeagues systems. Individuals are strongly encouraged to review their IMLeagues settings carefully, as some users may inadvertently opt to remove certain IMLeagues features, such as ad displays, by paying a small fee, which is not collected by, sent to, or facilitated by UW-Whitewater. Depending on individual IMLeagues settings, payments could be recurring and users are expected to pay attention to what they enable via their own account.

### League Types

All activities are identifiable by a league type of some sort. Leagues are traditionally grouped based on the following classifications:

- Men - league is for participants identifying as male. Other eligibility circumstances may apply as outlined in [Section 1](#) of this handbook
- Men 6' & Under – league is for males that are exactly six (6) feet tall or under. This is a league type offered in basketball activities only. Other eligibility circumstances may apply as outlined in [Section 1](#) of this handbook
- Women – league is for participants identifying as female. Other eligibility circumstances may apply as outlined in [Section 1](#) of this handbook

- Co-Rec – league has gender-specific roster/participation requirements (i.e. ratios) for male and female participants. Other specific rules may apply on an activity-by-activity basis
- Open – league has no gender-specific roster/participation requirements and anyone can register

All activities have at least one league type. Some activities, typically those that are more popular and offered across multiple day/time slots, may have multiple league types. If an activity does not have a specific league type labeled, it should be assumed the activity is “Open” in nature. League types are subject to change based on a combination of historical activity data, registration/campus trends and administrative staff discretion.

### Divisions

Divisions are traditionally grouped based on specific contest days/times and are structured under a league umbrella. For example, “Mondays 7:00 pm” is a division indicating all regular season contests will be played on Mondays at 7:00 pm. Not all activities are large enough to have divisions and some divisions may have multiple time slots, where teams must be available to participate at various times that may not be consistent from week-to-week or contest-to-contest.

**NOTE:** For playoffs or in the event of a reschedule, it is not guaranteed teams will play during their regular season day/time as indicated by a division or league.

### Deadlines

Each activity has deadlines affiliated with its operations. Deadlines traditionally revolve around situations that include, but are not limited to:

- Individual eligibility inquiries/status
- Team registrations
- Roster additions
- Forfeit notices and applicable fee payment
- Equipment/uniform rentals and affiliated fee payment
- Captain meeting attendance
- Notice of intent to protest (including final regular season results)
- Reschedule requests
- Contest attendance

Deadlines for any Intramural Sports operations may be applied and/or extended at the discretion of administrative staff.

### IMLeagues – Familiar Features

IMLeagues has many features that on the surface, may appear overwhelming; especially if someone is unfamiliar with the platform. Intramural Sports recommends participants familiarize themselves with some features more than others. Main features to explore and understand include, but are not limited to:

- Individual account/profile and settings
- Team registrations and scheduling (including playoff brackets)
- Contest score, standings and other applicable result reporting
- Team rosters and participant quizzes
- Individual participant history and statistics
- Communication notices and messaging features
- Handbook and activity rules sections

## SECTION 5 – FACILITIES AND AFFILIATED POLICIES

### Where We Play

Intramural Sports activities are facilitated exclusively on UW-Whitewater's main campus, with the lone exception being any golf-related activities, which are played off-campus on a course selected at the discretion administrative staff. Most activities take place in or around the Williams Center on campus' north side. Other activities may take place in the Roseman Building and the University Center.

### Common Policies

The following items apply to all facilities utilized by UW-Whitewater Intramural Sports:

**Indoor Footwear:** Non-marking, athletic footwear must be worn for all indoor activities. It is strongly encouraged all participants not wear "street shoes" on the playing surface and bring a change of appropriate footwear, especially during times when mud, salt and other outside debris may be brought inside and compromise the playing conditions of indoor surfaces.

**Outdoor Footwear:** Participants are encouraged to wear comfortable athletic shoes for all outdoor activities. Cleats are permitted; however cleats cannot be metal or present injury concerns. Please be advised outdoor facilities may retain water and although conditions may appear dry, it is possible shoes and other clothing will get muddy or dirty. Participants wear their footwear at their own risk.

**Appropriate Attire:** Although no facility-specific attire is required (see exception at the end of this section), participants are encouraged to wear clothing items that allow for freedom of movement. In some cases, participants may choose to wear athletic braces and/or supports and said items must be determined to be both safe for participating individuals and non-damaging to facilities/playing surfaces. Attire Exception: Intramural Sports staff reserves the right to enforce the [Warhawk Fitness & Aquatics apparel policy](#). Participants must have a base layer of clothing appropriately covering their person.

**Personal Items & Locker Rooms:** Personal items are encouraged to be properly secured and kept in a safe location, which includes placing items away from sidelines and areas that could be impacted/in the way of contents/events. Locker room facilities are available in the Williams Center at no additional cost, although participants are responsible for providing their own lock.

**Food & Drink:** First and foremost, all participants are encouraged to follow daily diet regimens as determined necessary by appropriate health care providers. Participants are also encouraged to appropriately hydrate and sustain themselves prior to participation in any physical activity, as malnutrition and improper hydrating may lead to health and wellbeing concerns.

Participants may bring water to all facilities. Other athletic beverages are welcome, but please be advised any spills resulting in stained or damaged floors may be the responsibility of the participant and items are encouraged to be kept far away from the playing surface. Select food items may be allowed, however please be advised some items such as sunflower seeds and gum may be prohibited in some facilities such as Perkins Stadium.

**Music & Speakers:** Playing music adds to the enjoyment of intramural activity. However, teams and participants often do not consider other teams, individuals and music streaming policies when playing music in public settings. As a result, anyone who plays music in any unapproved manner will be respectfully asked to turn their music off. Intramural Sports staff will make every effort to play music via program devices and approved avenues. Would you like to hear a specific song? Let our staff know!

**Pets:** Pets are allowed in all outdoor spaces, except for Perkins Stadium, unless the pet is a certified support/service animal. Pets are not allowed inside without proper support/service animal certifications and must be visibly identified as such. Other [UW-Whitewater support/service animal policies](#) must also be followed. Pet owners are responsible for cleaning up after their pets.

**Substances & Weapons:** The consumption of alcoholic beverages and other illegal substances is strictly prohibited at Intramural Sports-sponsored events. Facility weapon policies must be followed at all times as well. Violators are subject to referral to applicable campus authorities and/or an eligibility/conduct review.

### Outdoor Facilities

The Office of Recreation Sports & Facilities checks the playability of outdoor fields and spaces every day during periods of when outdoor facilities are open. Playability decisions are typically made between 2:00 and 3:00 pm. Outdoor facility status can be found via a banner on the Rec Sports website main page (GREEN banner = open, RED banner = closed). More details can be found in [Section 17](#) of this handbook. Field status information can also be accessed via the UW-W Rec Sports app.

[UW-Whitewater Weather Website](#)

[Rec Sports Field Status Website](#)

### Parking

The Office of Recreation Sports & Facilities, along with UW-Whitewater Parking Services have an agreement in-place when it comes to the use of parking lots in the immediate vicinity of the Williams Center (lots 11 and 24). Parking is available at no additional cost Mondays thru Thursdays after 3:00 pm and after 12:00 pm on Fridays. Weekend parking remains free until 11:00 pm on Sundays. UW-Whitewater Parking Services policies are subject to change at any time and supersede items in this handbook. Participants and members are expected to abide by all rules and regulations established by UW-Whitewater Parking Services and are subject to affiliated ramifications for violating said rules and regulations. The Office of Recreation Sports & Facilities does not have the authority to issue parking permits, waive parking responsibilities and does not assume responsibility for any parking infractions/violations that may occur.

[Parking Services Website](#)

[FAQ: Is there any free parking on campus?](#)

[FAQ: Is it true that lot 11 and 24 are free after 3?](#)

All facility and parking locations may be referenced via the [UW-Whitewater campus map](#).

## SECTION 6 – CAPTAIN RESPONSIBILITIES

Each team is required to appoint a team captain. Captains assume the role of intermediary between the Office of Recreation Sports & Facilities and their team. Any eligible team member may serve as the team captain. Captain responsibilities include, but may not be limited to:

- Serving as the point of contact for administrative staff (answering phone calls and emails – see NOTE A)
- Registering their team and confirming team availability to play at given days/times
- Paying for their team (if payment situations apply)
- Assembling the team roster and informing team members of the team's name
- Attending pre or post-season meetings (depending on activity – see NOTE B)
- Informing team members of schedules/upcoming events
- Knowing general participation and activity-specific rules/policies/procedures
- Ensuring roster eligibility and compliance of all team members (including waivers and quizzes, being properly equipped)
- Assisting staff members with enforcing proper contest check-in protocol and ID compliance
- Confirming roster and playing minimums are met in order to start a scheduled contest
- Addressing any/all items related to contest forfeits, including being responsible for paying applicable forfeit fines
- Representing their team at the pre-game captain meeting with applicable staff and opposing team captain
- Ensuring sportsmanship and team conduct policies are followed (see NOTE C)
- Rendering the official team decision to protest
- Rendering the official team decision regarding contest status (i.e. reschedule requests)
- Understanding post-season qualification requirements and bracket positioning procedures
- Signing the contest scoresheet following each contest played (see NOTE D)

**NOTE A:** In the event administrative staff attempts to communicate with a team captain and receives no response, the next person listed on a team's IMLeagues roster will be contacted.

**NOTE B:** For larger activities and/or activities that employ officials (i.e. referees), captain meetings may be required to go over season logistics, points of emphasis related to rules, the Rec Sports emergency action plan and points of emphasis related to treatment of staff/sportsmanship and team conduct expectations.

**NOTE C:** Captains are responsible for the conduct of all bench personnel, even if the captain is currently defined as an "active player" on the playing surface. In the event of an unfavorable situation, the team captain must ensure all bench personnel remain in their designated team bench area. Captains are also responsible for the conduct of all spectators representing their team.

**NOTE D:** When signing the scoresheet, the captain should look to confirm the contest's outcome, confirm the individuals who participated and confirm any sportsmanship-related concerns. If the captain does not agree to anything stated on the scoresheet, a protest should be filed with the on-site supervisor BEFORE signing the scoresheet. A signature acts as acceptance of what is stated on the scoresheet. In the event a captain does not sign a scoresheet, any other team representative who legally participated in the contest in question may sign the scoresheet in the captain's place. In the event the scoresheet is not signed by any team representative, Intramural Sports staff will act under the impression that the contest results are accepted as-stated on the scoresheet.

**NOTE E:** For some activities, equipment rental/check out may be necessary (i.e. warm up balls, team jerseys/pinnies, etc.). Team captains are not solely responsible for checking out equipment, as any rostered team member may address this. However, if there is any discrepancy with the rental/check-out, the team captain will likely be the first point of contact for the team in question.

**NOTE F:** If an identified captain cannot attend a contest or meeting, any other rostered team member may represent the team, permitted this is clearly communicated to applicable staff. If a team or administrative staff believes a captain is not fulfilling their obligations to the team and/or program, a new captain may be appointed at any time. If a team wishes to appoint a new captain, quorum vote may be required by administrative staff, depending on the situation. Administrative staff can remove captain status from any one at any time without any voting requirements. Captains are also welcome to appoint "co-captains" via a team's IMLeagues page.

## **SECTION 7 – TEAM NAMES**

One of the highlights of Intramural Sports participation is the opportunity to name your team. Captains typically take on this responsibility at the time of team registration, although team names can change at any time. There are, however, instances when questionable team names may be used. Intramural Sports staff will do their best to filter all team names and apply policies consistently. Team names CANNOT be competitively unfair, suggestively inappropriate or offensive or duplicated.

### **Competitively Unfair**

Names may not be offensive or suggestively inappropriate, but may result in unfair advantages when opponents review a team schedule (examples include "Team No Game," "Bye Week," "TBD," etc.).

### **Suggestively Inappropriate or Offensive**

Team names referencing sex and/or gender inequality, race and/or ethnicity, alcohol/drugs/other substances, derogatory use of likeness, physical violence, inappropriate social behaviors/actions, inappropriate innuendos, etc. Names will be deemed inappropriate if administration believes names may contain certain connotations. Even if a team name intends no harm, if administrative staff members conduct a reference search for a team name and something inappropriate can be connected to the name, the name will be changed. Ignorance is not an excuse and we ask teams consider intent vs. impact when determining names.

### **Duplicated**

Multiple teams with the same name within a division, league or bracket. These circumstances often lead to confusion when publishing schedules.



### Activity Reference

If a team name references a rule, act, piece of equipment, player term, etc. related to the actual activity the team is registered to play, it is likely, but not guaranteed, that a team name will be permitted. Team names must remain tasteful.

### Default Team Name

In the event a team cannot come up with a name or if a name must be changed for any reason (and no alternative name has been presented), it is likely administrative staff will change the team name to the captain's last name (i.e. "Team [Last Name]").

The team name policy also applies to teams wishing to find their own images/logos to use as team insignias in IMLeagues. Images must be appropriate. Please also keep in mind that team names may be shared across campus, between friends, families, co-workers, etc. Team names are a reflection of all parties involved with Intramural Sports.

Administration reserves the right to change team names and icons/logos at any time and without notice. It is also not guaranteed violating team names/images will be caught right away. IMLeagues will always show the teams individuals are registered to participant with. It is strongly recommended captains inform team members of team names and that rostered team members login to IMLeagues to view team information.

## SECTION 8 – REGULAR SEASON OPERATIONS

### Team Minimums

In most cases, a minimum of four (4) teams must be registered in each league and/or division in order for a fair and full season schedule to be generated. In the event there are fewer than four team ins a league and/or division, teams may be moved to similar day/time options or to another league/division spot (if vacancies exist).

In the event there is an odd number of teams over four (4) in a league and/or division, teams will still be considered active and receive a season schedule. It is however, likely that some teams will be subject to receiving a "bye week." Byes are assigned at random by the IMLeagues schedule generator.

Given specific situations, administrative staff reserves the right to make a final decision on league/division playability.

### Season Length

For most activities with a regular season, teams will receive a minimum of a "five-week" season. Weeks are defined by each contest block. Some activities may play two schedule "weeks" within a single day and/or week, depending on activity-specific logistics. Other activities may have schedule minimums over five "weeks" or contests. This is to be determined based on a variety of variables, which may include the activity type, facility availability and academic calendar allotments. Teams can expect to receive at minimum, a five-contest schedule.

In the event a team does not receive a full season schedule, defined by their activity, said team will automatically qualify for postseason play, as long as sportsmanship expectations, forfeit requirements and other applicable situations have been fulfilled/satisfied. Forfeited contests still count as a contest played when it comes to meeting season contest minimums. Teams losing out on a physical contest due to a forfeit receive a victory in the season standings and will not automatically qualify for playoffs due to having a shortened schedule, as the shortened schedule definition does not apply in these instances. Intramural Sports cannot control team forfeits (see Section 11 of this handbook) and while unfortunate and something all parties hope to avoid, it may be possible an individual team experiences multiple forfeited contests in a single season.

In the event a team qualifies for postseason play, their season length will of course be extended.

### Team Practices

Intramural Sports does not schedule practices for teams or individuals. Teams only receive a contest schedule once registration closes. If a team wishes to practice or organize other team activities outside of their schedule in IMLeagues, they are responsible for doing that themselves. Any other team activities scheduled by teams are not to be included in official Intramural Sports records and results and participation is done so at a team's own risk.



Please be advised additional participation opportunities, like a practice, may not be available. Intramural Sports are facilitated in facilities shared with academic, Intercollegiate Athletics, Club Sports and other Rec Sports programs/services. Facilities are also subject to hosting community and outside events. Space often becomes limited and is reservable on a first-come, first-serve basis. It is likely any practice or other team activity will need to take place during open recreation periods, which can be found on the [Rec Sports Hours of Operations website](#) or in the UW-W Rec Sports app.

### Bye Weeks

Teams may experience a scheduled “bye,” which indicates a team does not have a contest scheduled for that “week” or contest block. Teams do not receive a win or any other type of result in the event of having a bye scheduled.

Bye weeks typically occur because of a league/division having an odd number of registered teams, a team being dropped mid-season or due to a gap in playoff scheduling (i.e. an uneven/incomplete number of teams in a bracket round). Contests postponed or lost due to any reason do not count as a bye week.

### Missed Contests

If a team misses a scheduled contest, they are subject to receiving a forfeit and affiliated sanctions that come with such an assessment. If an individual player misses a contest, there is no specific penalty unless the individual absence results in a team failing to meet the minimum number of players required to start a contest. Participants can play in as many or as few scheduled team contests as they desire and/are available for.

### Mercy Rules

The Intramural Sports program has participants and teams of many skills, abilities and competitive/recreational goals; all of which are beyond the program’s scope of control. Registrations and scheduling philosophies prioritize individual and team availabilities over most everything else. This may result in competitive imbalances when it comes to regular season action. Because some imbalances may exist, activity-specific mercy rules may apply to certain scoring and timing situations. In the event a contest ends early due to a mercy rule, the contest is to be considered official just as any contest that uses its full timing allotment as permitted by activity-specific rule. Because of possible competitive imbalances that may exist, parity parameters will be applied to playoffs (if permissible by some varying factors) in an effort to create more perceptually-equal participation opportunities when it comes to team skill and ability.

### Communication & Results

Team members (especially captains) are encouraged to check email and voicemails periodically during the regular season of each activity. Voicemails should also be properly configured. This is especially true during the time of registration and scheduling. Various communication methods are intended to be used and contact information as it is displayed via an individual’s IMLeagues profile will be utilized. A participant’s contact information should only be visible to individuals with administrative staff privileges in the IMLeagues system.

At minimum, teams will ALWAYS be notified of:

- Registration confirmation (via an automated email from IMLeagues)
- Schedule concerns and publishing
- Contest status in the event of suspected unfavorable playing conditions
- Contest forfeits (if administrative staff is made aware of forfeits)
- Playoff operations
- Upcoming Intramural Sports registrations

Frequent emails, phone calls and text messages are possible. In the event a team captain is not available via phone, the next member listed on a team roster may be contacted. Most email messages will be authored by UW-Whitewater Intramural Sports staff. Some automated text/email messages from IMLeagues may also be sent, and typically involve contest reminders/results. Individuals have the ability to opt out of automated IMLeagues messages at any time.

The [imsports@uww.edu](mailto:imsports@uww.edu) email address is encouraged to be used as the primary source of email communication. Please call Intramural Sports at 262-472-1145 as well. Please refer to other sections in this handbook related to available in-person office hours, preferred communication timelines and other communication-related operations. Do not ignore IMLeagues messages.

Intramural Sports is not responsible for unread emails, IMLeagues messages, unplayed voicemail messages and other inquiries that may go/have gone ignored/unnoticed.

### Participants Contacting Opponents

Participants are not permitted to contact their opponents for any Intramural Sports related reason. This is because this type of communication may lead to confusion and unfair situations. Participants are not permitted to converse with one another to reschedule a contest, to inform opponents of roster/eligibility situations or to inform opponents they do not intend to show for a schedule contest. All administrative operations are to go through the Intramural Sports administrative staff. This applies to playoff contests and other events sponsored/facilitated by Intramural Sports as well.

## SECTION 9 – PLAYOFF OPERATIONS

### Qualification

Teams must qualify for playoffs by meeting ALL of the following:

- Winning a minimum of one (1) regular season contest (this includes contests won via forfeit)
- Adhering to all forfeit and contest attendance policies
- Satisfying all sportsmanship and conduct policies, as determined by Intramural Sports administrative staff (see the [“Note”](#) under “Regular Season Protests” in this section)
- Having zero outstanding fines/fees/equipment rentals

Teams who do not receive a full regular season schedule, as determined by the specific activity and administrative staff, will automatically qualify for playoffs as long as all other remaining qualification standards have been met. In the event a team has participated in a number of contests that is not equal to their counterparts, seeding will be determined mainly by winning percentages.

Although rare and depending on circumstance, administrative staff reserve the right to overrule qualifying playoff teams and will refer to tie-breaking procedures in the event a team needs to be dropped (i.e. there are too many qualifying teams and not enough bracket positions given facility availability and the UW-Whitewater academic calendar).

### Playoff Notification

As a regular season approaches its ending point, but with at least one contest “week” remaining per division, teams will receive a “playoff memo” outlining intended playoff operations and qualifying procedures. The memo also intends to remind teams of roster policies and other affiliated timelines/deadlines related to the current activity season.

Teams may or may not receive notification about bracket placement. Teams are responsible for knowing which bracket they are in and can find this information on their team page in IMLeagues. Please also be advised playoff notification and assignment time is a common time for team names to be changed by administrative staff, based on bracket assignments involvement teams with duplicate names. More information on this can be found in [Section 7](#) of this handbook.

Teams (especially captains) are also expected to be mindful of regular season ending time. In the event unfavorable situations present themselves as they relate to playoff operations, teams who do not respond to communication in a timely manner (especially emails and/or phone calls) risk not being included in playoff operations and/or being assigned a playoff spot that may be unfavorable for the team.

### Regular Season Protests

In the playoff memo, a final regular season protest date and time will be established. Teams must protest any regular season score, standings, player eligibility and/or team conduct standing by this deadline (see note). Following the deadline

**NOTE:** Conduct-related situations/outcomes determined by administrative staff until playoff configurations are being processed. In the event communication with the team whose conduct has come into question is not established in the timeline deemed necessary by Intramural Sports, the team will be considered to be in violation of conduct and sportsmanship expectations, therefore removing them from consideration for playoff participation. As unfair as this may seem, teams are responsible for their conduct and ensuring they are in good standing with the program. More details on conduct expectations can be found in [Section 15](#), [Section 16](#) and in parts of [Section 20](#) of this handbook.

### Rosters

Team rosters intend to remain open until the semi-final round of each bracket in an activity. Please be mindful that brackets may have different semi-final round dates, so reviewing bracket dates and progressions is very important when participating in multiple leagues/brackets within the same activity season, which is permitted (see [Section 1](#) and [Section 2](#) of this handbook).

It is strongly recommended teams have additional players/substitutes on their roster for playoffs as it is not guaranteed teams will play during the same day/time as their regular season and individual availability may differ.

Individual players who are on rosters of multiple teams in an activity may be scheduled to play simultaneously. This is based on coincidence only. In the event an individual is on two rosters scheduled to play at the same time, the individual must choose which team to play for unless a reschedule request (made in a timely manner) is approved by administrative staff. This rule also applies in the event a participant is on multiple rosters of teams scheduled to play at the same time in different activities.

### Types of Brackets & Parity

Once an activity's season gets to its playoff time, Intramural Sports staff will examine the number of qualifying teams and determine the number of brackets necessary to fill the playoff schedule. Brackets combine teams from an entire league, regardless of division/day/time of regular season play. It is intended that no bracket will have more than 20 teams, although some situations/exceptions may apply at the discretion of staff. Brackets will not include multiple league types.

In an effort to place teams in a bracket that matches their skill and ability level (i.e. parity), activities with more than one bracket will see teams placed in a bracket based on the following criteria:

- “A” Bracket – most competitive (i.e. upper echelon teams). Involves teams with the best winning percentages, point differentials, etc. Teams fitting this criterion have a main motivation to win. Winning teams receive a long-sleeve championship t-shirt
- “B” Bracket – more recreational, but also competitive in nature (i.e. middle of the pack teams). Involves teams with secondary winning percentages, point differentials, etc. In many cases, the “B” bracket may be the lowest playoff bracket offered in a league. Teams fitting this criterion have a main motivation to enjoy the experience with teammates. Winning teams receive a short-sleeve championship t-shirt
- “C” Bracket – recreational in-nature (i.e. least competitive teams, teams that have met minimum playoff qualification/performance standards). A “C” bracket is not offered very often in Intramural Sports. Winning teams receive a short-sleeve championship t-shirt

In the event only one bracket exists for a league, that bracket is considered to be an “A” bracket.

### Bracket Formats

Most brackets will follow either single-elimination or double-elimination format. The format of each bracket will be communicated to teams at various times throughout an activity's season. Bracket formats may change from season-to-season, semester-to-semester, etc. based on a variety of factors, which mainly include, but are not limited to the number of registered teams and/or spots offered during registration, facility availability, staff availability and the UW-Whitewater academic calendar.

### Playoff Draws & Applicable Meetings

Teams are assigned to brackets and bracket positions based on final regular season seeds. Seeds are determined once the regular season protest deadline has passed, per the playoff memo. In some cases, administrative staff may publish “preliminary” brackets in IMLeagues, which would not include team assignments, however would indicate when and where contests intend to be played. All pertinent playoff information will be shared via the playoff memo, so preliminary brackets may not be published.

Team activities may involve in-person or online playoff captain meetings, which will be determined to be necessary at the discretion of administrative staff. If these meetings are determined necessary, at least one team representative must be present.

In most cases, a playoff captain meeting will not be necessary and teams will be automatically assigned to a bracket and affiliated position in accordance to playoff procedures as outlined in this section of the handbook. Qualifying teams will be assigned to bracket positions based on traditional bracket seeding philosophy (i.e. #1 vs. #16, #2 vs. #15, etc. with round byes applying based on the number of teams in a bracket).

### Tie-Breakers

In the event a tie exists between teams at the time playoff seeds are determined, the following order will be followed to finalize seeds of impacted teams:

- 1 – Head-to-Head
- 2 – Sportsmanship/Conduct Status
- 3 – Point/Goal Differential
- 4 – Points/Goals Allowed
- 5 – Points/Goals Scored
- 6 – Coin Flip

### Bracket Scheduling & Progressions

Teams are encouraged to read brackets and schedules very carefully to confirm their playoff assignment. Double-headers may be possible and teams should be aware of when they may play next in the event of a victory.

Brackets and results are available to view in IMLeagues once published by administrative staff. Teams can see their assigned bracket by viewing their team page in IMLeagues. All brackets within a league are viewable on the league’s IMLeagues page.

In the event of unfavorable playing conditions, playoff contests will be rescheduled to the next intramural business day. Due to bracket progressions, it is NOT guaranteed reschedules will be posted for the same time the next intramural business day.

### Right to Assign

Intramural Sports staff have the right to assign teams to whichever bracket they believe is appropriate/more suitable for a team. This also includes the staff and their right to deny a team’s playoff qualification for any reason; especially those related to unfavorable sportsmanship/conduct. Teams should not “tank” with the intention to be placed in a perceptually less competitive bracket. Contributing factors that could lead to staff assigning a team to a bracket in which they are not anticipating to be assigned to include but are not limited to historical performance with same/similar participants, win/loss record, margin of victory/point differential, and general conduct and actions.

A team disagreeing with their bracket assignment or not being available for a first round contest does not supersede other playoff scheduling policies and philosophies. This is especially true given playoff memo communications/reminders, protest deadlines and roster/eligibility rules that are in-place to assist teams in the event unfavorable playoff situations arise.

Playoff assignment decisions, once they are published, are final.

### Reschedule Requests

Requests to reschedule a playoff contest cannot be considered until a bracket's semi-final round. In order for a reschedule request to be approved, the following must be met at the discretion of administrative staff:

- Request must be made within a reasonable time
- Reschedule day/time must fit facility availability and adhere to the UW-Whitewater academic calendar
- Intramural staff (i.e. applicable supervisors, officials and scorekeepers) must be available
- Scheduled opponents must agree to the proposed day/time (see note)
- Other situations may also apply

**NOTE:** It is within the right of opposing teams to decide to keep a scheduled contest at its original day and time.

### Missed Contests

A missed contest will be considered a forfeit. Teams forfeiting a playoff contest will receive a loss, just as they would for a regular season forfeit. In the event the forfeit occurs in a single-elimination bracket, the team will be considered finished and not eligible for further playoff consideration for that activity's specific season. If the forfeit occurs during a double-elimination or other bracket type other than single-elimination, the forfeiting team is subject to continuing their playoff participation, depending on any previous playoff results. Forfeit fees may still apply if a team remains eligible to continue their playoff participation. All forfeit-related actions are facilitated at the discretion of Intramural Sports staff.

### Mercy Rules

Mercy rules apply for playoff contests as they do for regular season contests. The lone exception is that Intramural Sports reserves the right to remove mercy rule applications for any championship contest, regardless of activity or bracket type. This is especially likely in the event a championship is covered by UWWTV.

### Championships & Events

Championships for larger activities may be played in varsity athletic facilities, if they already are not as part of the activity season's operations. UWWTV may also broadcast championship events via their platforms.

Intramural Sports may also stream championship events via social media accounts, permitted streaming laws and requirements are not violated in doing so.

Participants and/or spectators may also be asked (at random) to participate in special promotional events at championship contests. These events are typically facilitated for entertainment purposes and contain small prizes for participation incentive/accomplishments. When facilitated, these promotions operation independently from championship events and have no relation to a championship contest, nor do they impact a championship's result.

### Eligibility for a Championship Shirt

In order to be eligible to receive a championship shirt, a team member must be properly rostered AND must have played in at least two (2) team contests. Shirts may be distributed at the discretion of administrative staff and this portion of the T-Shirt policy may not apply to all circumstances. Administrative decisions related to awarding shirts are final and not subject to protest or appeal.

Additional details may be found in the T-Shirt policy document as outlined in the [Appendix](#) of this handbook.

### Communication

Please refer to the "Communication" section in [Section 8](#) of this handbook.

Playoff communication is critical to the success of the bracket and experiences of all impacted individuals. Many facets of playoff operations are time-sensitive and must be addressed as soon as possible. Intramural Sports is not responsible for unread emails, IMLeagues messages, unplayed voicemail messages and other inquiries that may go/have gone ignored/unnoticed.



## SECTION 10 – RESCHEDULES

### Regular Season

Regular season reschedule requests are not permitted, as teams sign up for specific leagues and day/time slots at the time of registration. In the event a rescheduling opportunity becomes available, Intramural Sports staff will assess the situation to determine which teams will receive precedence to request a reschedule. It is not guaranteed teams will receive a full regular season if events need to be postponed or canceled. See [Section 17](#) of this handbook for details.

### Playoffs

Teams are not permitted to request reschedules up until the semi-final round of their respective bracket. See [Section 9](#) of this handbook for specifics related to playoff reschedules.

### Special Events

In the event a special event (i.e. a one-day or two-day event or an event that does not follow traditional Intramural Sports scheduling) cannot be facilitated as-planned due to unfavorable or unforeseen circumstances, the event may be rescheduled if facility and academic calendars allow. If an event is canceled and payment was required for participation, refunds will be issued.

### Weather & Unfavorable Conditions

Intramural Sports staff will attempt to reschedule contests lost due to weather/unfavorable playing conditions. It is not guaranteed some contests may be rescheduled. See [Section 17](#) of this handbook for details.

## SECTION 11 – FORFEITS AND TEAM DROPS

Participating in an intramural activity is a commitment. It is understood and respected that teams and/or individual participants may be unable to attend scheduled contests/events for various reasons. Teams are permitted to forfeit contests; however, staff asks all participants to understand forfeits present unfavorable experiences for opponents, staff, facility operations, possible other user groups and possibly even their own teammates. Please do your best to attend all contests/events in which your team is scheduled to participate. In return, staff promises to be as accommodating and as fair to all teams and individuals as possible.

### Team Drops Following Registration

Plans change and the Intramural Sports staff understands not all teams can commit to an activity schedule once the team has been created/registered. However, all participants are asked to understand the impact team drops have on operations. Teams have a grace period from the time in which they initially register up until the time activity schedules are published to withdraw from participation with no penalty. Schedule publishing dates are typically published in IMLeagues.

In the event a team withdraws once an activity schedule is published, the team is subject to facing a drop fee, which will apply to the team captain. Drop fees are intended to be applied as-follows, but please note amounts and formats may change at the discretion of administrative staff and/or applicable Whitewater Student Government/campus committees:

	<u>Single/Dual Activities</u>	<u>Team Activities</u>
<b>First Occurrence (as assigned to captain)</b>	\$20.00	\$30.00
<b>Subsequent Occurrences</b>	\$25.00	\$40.00

Withdrawal/team drop fees will be applied and can be paid in the same exact manner as forfeit fines. Drop fees that go unpaid may result in revocation of certain Intramural Sports privileges, which will apply circumstantially under advisement of administrative staff and applicable governance groups.

Withdrawal/team drop fees may apply to any activity event that has at least two (2) contests remaining in its activity season (excluding postseasons for activities with regular seasons). Withdrawal/team drop fees will be applied to special events/single-day activities. Teams that are dropped are not eligible for postseason/playoff/championship consideration and will not be included in any postseason action unless approved by administrative staff.



Withdrawal notices can take many different forms and can be accepted/processed in many different ways at the discretion of administrative staff (including no-shows). This handbook may not outline each specific type of withdrawal instance, however please be advised administrative staff reserves the right to classify scenarios as withdrawals and assess applicable fees accordingly.

In the event a captain withdraws after the grace period three (3) or more times in an academic year, that captain is subject to facing an Intramural Sports suspension and mandatory reinstatement meeting with administrative staff. The intent behind this is not to be disciplinary in nature, but rather to work with the individual to learn how both parties can understand situations and better help each other to avoid future withdrawals and team concerns.

### Forfeit Policy

Forfeits are very circumstantial. Situations will, however, be governed by the following guidelines:

**Types of Forfeits:** There are two (2) types of forfeits: administrative and on-site, and they are defined as follows:

**Administrative:** team notifies Intramural Sports of its intent to forfeit at least two (2) hours in-advance of a scheduled contest/event start time OR the team makes an effort to participate but fails to meet the minimum required of players necessary to start a contest by rule

**On-Site:** team does not show to the site of competition without providing proper notice (including being late)

### Forfeited Contest Result

Forfeited contests result in a win in standings for the offended team and a loss for the offending (i.e. forfeiting) team. No specific score will be recorded. Historic and/or repeated forfeit issues may be counted towards a team's sportsmanship/conduct standing with Intramural Sports.

### Game Time is Forfeit Time

It is recommended teams arrive at the site of competition AND have roster members solidified at least fifteen (15) minutes prior to the start of a scheduled contest. Any team failing to report to the site of competition by the scheduled start of competition is subject to immediate forfeiture. This applies for any contest/event, regardless of season status. Simply being at the site of competition does not mean a team is ready to play; participants must be checked in and approved by staff as well. Example: arriving for a 7:00 pm contest at 7:00 pm is not considered ready for play.

### Grace Period

If the scheduled opponent AND daily operations schedule allows, a ten-minute grace period may be permitted and teams may have some extra time to arrive and check in. If a grace period is applied, the contest result is NOT subject to protest. Administrative staff may apply rescheduling situations at their discretion, although this is very unlikely.

### Minimum Players

Teams must meet the activity-specific roster minimums and have the minimum number of players available in order to begin a contest. If minimums cannot be met, a forfeit will be assessed as the situation applies given the defined types of forfeits.

### Ineligible Players

If an ineligible player participates in a contest of any classification, the contest is subject to forfeiture. This rule is subject to protest, however the protest SHOULD be made during the contest following positive sportsmanship procedures (i.e. do not protest after your team loses just because your team lost. File the protest immediately, as it is considered protesting in poor taste if you wait). Protest situations made in poor taste will be reviewed, however a protesting team's sportsmanship standing with Intramural Sports could decrease.

It is possible contests can be retroactively forfeited if this rule is found to have been violated during a contest.

### Double Forfeits

In the event both scheduled teams forfeit for any reason, a double forfeit shall be declared. Both teams will receive a loss along with applicable sportsmanship notices given their forfeit type. It is possible forfeit fees may apply in the event of a double forfeit.

### Forfeit Fees

Due to the unfavorable impact forfeits have on the overall Intramural Sports experience, forfeit fees may apply to all types of forfeits. These fees are meant to encourage attendance and to confirm a team wishes to remain active within a specific activity.

**Individual/Dual Activities:** \$5.00 fee for administrative forfeits and \$10.00 fee for on-site forfeits

**Team Activities:** \$10.00 fee for administrative forfeits and \$20.00 fee for on-site forfeits

Fees are applied to a team via IMLeagues and the entire team will be suspended from the activity in-question until the fee is either paid or the deadline to pay the fee has passed (see “Team Drops” in this section of the handbook). Only one team member, which typically ends up being the captain, needs to pay the fee, which is payable online in IMLeagues via PayPal or in-person in Williams Center Room 100. Teams are responsible for deciding who will pay the forfeit fee. Payment of the forfeit fee is considered reinstatement and the team suspension should be automatically lifted. Payment also serves as confirmation that a team intends to remain active in an activity.

Fees are due before a team’s next scheduled contest. It is recommended, when applicable, teams pay their forfeit fee at least 24 hours prior to their next scheduled contest in order to avoid possible confusion on contest status with a scheduled opponent.

Forfeit fees may apply to playoff contests, depending on the nature of an activity’s bracket. Forfeit fees in all situations are applied at the discretion of administrative staff.

### Notice of Forfeiture

If a team wins via forfeit, the team captain will be notified by Intramural Sports staff, as long as staff are made aware of the forfeit with enough notice to do so. If it is determined a team owes a forfeit fee, notice with instructions and applicable deadlines will be sent to all team members via an IMLeagues message. Teams may or may not be reminded of outstanding fees.

### Team Drops (related to forfeits)

Failure to pay a forfeit fine by the established deadline may result in a team being dropped from remaining season operations, as Intramural Sports staff will operate under the impression failure to pay is indication a team no longer wishes to remain active in an activity’s season. If a team accumulates more than one forfeit occurrence in a single activity season, the team will automatically be dropped. Team drop rules also apply to an activity’s playoff operations, which carry over from regular season operations. In any instance of a team drop, teams will remain active in IMLeagues and all rostered members will still be held to the same eligibility rules as they apply to active players on other teams.

**NOTE:** Some teams may play more than one contest in a single activity day. A team may only be assessed one forfeit per day for fine assessment and team drop purposes, although all contests that were forfeited will be recorded as a loss.

For information about team drops/withdrawals (i.e. deleting, removing teams from an activity in its entirety, see “Team Drops Following Registration” earlier in this section).

## SECTION 12 – APPLICABLE FEES AND REFUNDS

### Seg Fee Statement

Intramural Sports participation is currently included in part of [student segregated fees](#). Therefore, the Intramural Sports program does not intend to collect additional entry fees for any activities considered internal to the UW-Whitewater campus. Other fees may apply for events held off-campus or if events involve bringing in outside vendors external to UW-Whitewater operations. This statement applies to fees affiliated with activity registrations only and may not apply to other situations, which include, but are not limited to the subsequent subsections to this section of the handbook.

### Forfeit Fees

All teams are expected to attend scheduled activities for which they are registered. In the event of an absence, a forfeit fee may be assessed to the team, which is expected to be paid in a timely manner. These fees apply given the negative impact forfeits have on the overall Intramural Sports experience for all parties involved.

## Equipment

Any team and/or participant using and/or checking out/renting equipment considered to be property of UW-Whitewater and The Office of Recreation Sports & Facilities is responsible for ensuring the items are used properly as-intended. Individuals who cause damages by actions considered outside of the scope of “general wear and tear” are subject to being assessed a replacement fine, regardless of the condition the item may have been in prior to its use. These damages include, but are not limited to:

- intentionally altering equipment/items (i.e. bending stick blades in floor hockey)
- inappropriate use of equipment/items
- using equipment/items in an unsporting manner
- losing equipment/item, including not returning the same object that was rented/checked out
- stealing an object

In the event any equipment fee is not paid, The Office of Recreation Sports & Facilities reserves the right to place the fine on a someone’s official UW-Whitewater account, which, if not addressed, could result in an account hold and/or delays related to other UW-Whitewater experiences that include, but are not limited to, course registration, graduation application, accessing transcripts, etc.

## Where & How to Pay

In the event a team or individual owes a fee of any kind, the fee will be applied to a team and/or individual’s IMLeagues account. The fee can be paid online via PayPal (no PayPal account is required) or in-person in Williams Center Room 100. If paying in-person, please note only cash or check may be accepted as form of payment. A no-fee ATM is located on the second level of the Williams Center. A credit card is the only acceptable form of payment if paying online. It is strongly recommended that if paying online, the attempt to pay should be made via IMLeagues’ desktop site and not thru the UW-W Rec Sports app.

Please be advised that any outstanding fees that may be owed cannot be directly placed on a student’s bill.

## Refunds & Options

Refunds are permitted on a circumstantial basis determined by administrative staff. To request a refund of any payment, please contact [imsports@uww.edu](mailto:imsports@uww.edu) or call 262-472-1145. If approved, a refund request will be processed following the approved procedures established by UW-Whitewater (if payment was made in-person) or IMLeagues/PayPal (if payment was made online).

Please be advised that any refunds that are a result of an online payment situation cannot be applied to a student’s bill.

## **SECTION 13 – RESULTS AND PROTESTS**

### Results

Contest results, including individual attendance, are typically entered at the conclusion of each contest/event. Office personnel review and double-check scoresheets and event results each business day following the activity. Results are available to view online via IMLeagues on an activity’s league, division and team page. Participants should also be able to access their participation history and results from their individual IMLeagues account/profile page. Results, other than those based on special circumstance, are not posted anywhere outside of IMLeagues.

Forfeited contests will be recorded as a forfeit only (wins or losses applied appropriately). No specific scores will be recorded. Attendance will be recorded for forfeits in-which team members were present and will count towards the number of contests played.

If a posted result is inaccurate, please [contact administrative staff IMMEDIATELY](#). Staff will examine the situation in-question as soon as possible. If an alleged inaccuracy is not brought to the attention of staff in a timely manner, it is not guaranteed to be examined and/or corrected, especially during period of postseason play.

**REMINDER:** Team captains are strongly encouraged to review contest/event scoresheets BEFORE signing and leaving the site of competition. Collecting signatures is the final act of confirming a contest/event outcome and once a scoresheet is considered confirmed, opponents reserve the right to deny and claim of record inaccuracy. If a captain or team representative leaves the site of competition without signing, Intramural Sports staff will consider the right to review and sign a scoresheet waived and the result will be considered final, just as if a signature were collected.

### Disputes & Protests

Any team member may dispute any component of their individual/team Intramural Sports experience. This includes sharing opinions, thoughts, suggestions and feedback as well as inquiring about any perceived inaccuracies. All applicable team captains must be involved in the reversal of a recorded result or rendered decision at the discretion of administrative staff (some circumstances may apply; especially if the situation in-question involves a decision that is clear and obvious).

Only team captains should be initiating protests. Protests must be related to:

- Participant or Team Eligibility
- Rule Interpretation and Application
- Scoring
- Sportsmanship/Conduct Standing
- Disciplinary Decision
- Recorded Result

### Judgment

Officials' judgment is not subject to protest. Examples include, but are not limited to (complete/incomplete pass, foul/no foul, goal/no goal, etc.). It is understood officials' judgment may come in to question, however participants are expected to respect officials and their decisions at all times. In the event an officiating decision is clearly incorrect, supervisor and administrative staff have the authority to overrule the on-field/court decision, as long as the decision in-question was observed. Decisions may also be overruled if the opposing team acknowledges an error in judgment has been made. Judgment, in all cases, is to be considered final.

### How to Protest

To officially file a protest, a team captain must either:

- Call the on-site supervisor over to the team bench area and clearly state the intent to protest mid-contest (i.e. as soon as the situation in-question occurs). This should be considered similar to a "review" in professional sports. The on-duty supervisor will record the current state of the contest and consult all necessary rules and resources available in an effort to render an immediate decision.
  - If the situation is upheld, the team in-question is to be charged a timeout or face the applicable penalties, as outlined by the activity-specific rules.
  - If the situation is overturned, the protesting team will not be charged a timeout and will not face any penalty. The contest will resume at its point of interruption with the corrected situation documented.
  - In the event the rendered decision is not accepted or if an outcome cannot be rendered in a timely manner, the contest will continue to its completion under protest. Administrative staff will review the

protest. If the protest is upheld, the results of the contest will be recorded as indicated on the submitted scoresheet. If the protest is overturned, administrative staff will work with both teams and applicable staff to reschedule the contest to resume at the point of protest and the contest will be replayed as appropriate under activity-specific rules

- Notify administrative staff of the team's intent to protest, which may include [submitting an online protest form](#). This is to be done via email, phone or in-person. The notification must take place within 24 hours of the initial protest. All other protest procedures, as outlined above, will be applied as determined necessary by administrative staff

### **Protest Review & Decision**

Administrative staff will review protests that are not resolved at the site of competition. Reviews will take precedence of most Intramural Sports business given time parameters that may exist. Once the protest review takes place, a decision will be rendered and all impacted parties will be notified of the decision. The rendered decision should include rule and/or handbook reference to serve as proof of how the situation applies and is to be considered final.

Any Intramural Sports staff member, both administrative and on-site, reserves the right to refuse a protest if the protest is made in an unprofessional/unsporting manner. Teams and individuals are expected to act professionally during and after times of protests. Administrative staff reserves the right to forgo all established general and activity-specific rules, policies and procedures in the event a protesting team and/or individual acts in an unprofessional/unsporting manner.

## **SECTION 14 – EQUIPMENT, ATTIRE AND JEWELRY**

### **Official Contest Equipment**

It is not guaranteed that Intramural Sports will provide an official ball/object for every contest, although every effort will be made to ensure minimal contest equipment is on-hand. Teams are allowed to bring their own equipment or rental certain items from the Williams Center Equipment Room. Intramural Sports will provide an official contest ball/object for the following activities:

- Badminton (including birdies and racquets)
- Bag Toss (including boards and bags)
- Basketball
- Dodgeball
- Flag Football (includes game ball and flag belts)
- Floor Hockey (includes pucks, sticks and goals – does not include goalie and personal protective equipment)
- Futsal and Soccer (includes balls and nets)
- Innertube Water Polo
- Kickball (includes balls and bases)
- Softball (includes balls and bases – some bats and gloves available for rent, players typically provide their own)
- Wiffleball (includes balls, all bats and bases)

All contest equipment, other than what has been previously outlined, may be provided as well. Teams are permitted to use their own equipment even if equipment is provided by Intramural Sports. Both teams must agree to use equipment not provided by the program, however. Teams and participants should inquire about the availability of equipment if any concerns exist.

### **Personal Equipment Use**

Individuals may use personal equipment during intramural participation. If the personal item is a game ball/object requiring use by both teams, both participating teams AND contest staff must approve the item's use. Other personal items such as braces, padding, protective equipment, etc. are all permitted to be used.

Please be advised general wear-and-tear happens and the Intramural Sports program is not responsible for any wear-and-tear that may result of using personal items during participation.

### Equipment Rental

Certain equipment items are available for rent from the Williams Center Equipment Room. Rentable items are available at no additional cost (some circumstances may apply). A valid HawkCard MUST be presented to applicable staff in order to check out of piece of equipment. Rented equipment MUST be returned by the deadline established by the Equipment Room and failure to return the EXACT piece of equipment that was rented may result in a replacement fine or forfeiture of participation privileges.

Please be advised the Williams Center is the lone place on campus where equipment rental is available. In the event an individual or team needs some equipment in order to participate in an activity where the playing area is not in the immediate vicinity of the Williams Center, it is the responsibility of the team to rent their items and make it to their scheduled contest/event on-time. Forfeit policies and procedures remain in effect in these instances. Intramural Sports will make sure minimum items to facilitate contests are on-site when the site of competition may be of greater distance away from the Williams Center, although minimum items may not include items required to be on someone's person (i.e. shin guards or personal protective equipment).

### Jersey Rental

Jerseys (i.e. pinnies) are available for checkout from the Williams Center Equipment Room, if necessary/required for a specific activity. Basketball teams playing under traditional 5-on-5 rules MUST have jerseys with visible numbers. Only one number may be used by a team at a time (i.e. no duplicate jersey numbers on a roster).

Jerseys must be returned at the end of each participation, NOT activity season. Jerseys are laundered by Rec Sports staff after each use. Participants are subject to attire and equipment policies as established by Warhawk Fitness and Aquatics. Individuals wearing jerseys issued by Intramural Sports are strongly encouraged to wear a sleeved t-shirt under their jersey. Jerseys are not guaranteed to fit participants perfectly. Jerseys may not be intentionally ripped, torn or altered in any way, or the renting individual is subject to being assessed a replacement fee as outlined in [Section 12](#) of this handbook.

### Lost or Damaged Items

Intramural Sports does not assume the risk and/or responsibility for personal items used in intramural activities. Therefore, any lost, stolen or damaged personal items are the responsibility of the owner of the item(s).

If anyone believes personal items were lost during any Rec Sports activity, they may contact The Office of Recreation Sports & Facilities to file a lost and found claim. Some items may be returned to applicable staff. Item claim inquiries may be made in Williams Center room 100 or the Williams Center Equipment Room. The University Center also has a general campus lost and found area. Campus police may be contacted in the event a missing item claim beyond the basic scope of lost and found practice is determined necessary (i.e. item of personal or perceived value).

All other policies as outlined in [Section 12](#) of this handbook should be referenced in relation to lost or damaged items and apply to situations at the discretion of administrative staff.

### Distinguishable Attire

In many team activities, teams must be clearly distinguishable by wearing/displaying contrasting colors. If teams and individual members are not distinguishable, jersey rentals may be required by contest staff (supervisors, officials and/or scorekeepers).

Teams are permitted to wear their own clothing, jerseys, dress in-theme, etc.



### **Proper Footwear**

Non-marking, athletic footwear must be worn for all indoor activities. It is strongly encouraged all participants not wear “street shoes” on the playing surface and bring a change of appropriate footwear, especially during times when mud, salt and other outside debris may be brought inside and compromise the playing conditions of indoor surfaces.

Participants are encouraged to wear comfortable athletic shoes for all outdoor activities. Cleats are permitted; however, cleats cannot be metal or present injury concerns. Please be advised outdoor facilities may retain water and although conditions may appear dry, it is possible shoes and other clothing will get muddy or dirty. Participants wear their footwear at their own risk.

### **Jewelry & Medical Equipment/Bracelets**

All jewelry may be worn during intramural activities but is worn at the wearing individual’s risk. Intramural Sports strongly encourages participants to remove or secure jewelry prior to participation.

Medical equipment such as braces, compression sleeves, support items, etc. are permitted and are worn at the wearing individual’s risk.

If any jewelry or wearable items are determined to pose a risk of injury to any participant, including the person wearing said item in-question, Intramural Sports staff reserves the right to request the item be removed. Once a request of this nature is made, the individual is expected to comply or risk being denied access to participation.

Medical bracelets are strongly encouraged to be present and easily accessible in the event the owner of the bracelet is in-need of medical attention. Medical bracelets may be worn on an individual’s person but should be securely fastened.

### **Availability of Tape**

Various forms of tape, especially athletic tape, are often used to secure loose jewelry or other personal items being worn. Participants are welcome to tape any wearable item on their person at any time, permitted doing so does not violate any activity-specific rule(s). The Intramural Sports program does not provide tape to participants.

### **Wearable Technology & Other Items**

Personal devices that are considered wearable technology (i.e. fitness trackers, heart rate monitors, step counters, etc.) may be worn during intramural participation but are worn at the discretion of the individual participant. If any wearable technology/devices become a risk, staff members reserve the right to request the item be removed. Once a request of this nature is made, the individual is expected to comply or risk being denied access to participation.

Other wearable items may not be permitted. Examples of these items include headphones of any kind. Hats are permitted but should not be worn during participation when indoors. If hats are worn indoors and pose a risk of any kind, staff members reserve the right to request the hat be removed. Once a request of this nature is made, the individual is expected to comply or risk being denied access to participation.

### **Pockets**

Shorts or pants with pockets are permitted in all intramural activities except for flag football (both indoor and outdoor). In the event staff members believe a pair of shorts or pants pose a risk to any participant because of pockets, the individual wearing the article of clothing with pockets may be asked to change or alter their clothing, and the individual is expected to comply or risk being denied access to participation. This general rule of thumb applies to all wearable items, regardless of location on an individual’s person and is subject to change at any time at the discretion of administrative staff.

## **SECTION 15 – SPORTSMANSHIP AND CONDUCT**

### **Participation Expectations**

Individuals, teams and staff are expected to exhibit positive sportsmanship at all times, regardless of any situations that may arise prior to, during and/or after any intramural activity. Any unfavorable behavior exhibited on and/or off-campus

cannot and will not be tolerated and is subject to review by Intramural Sports administrative staff, and in some cases, other campus administrators/resources.

### Unsporting Conduct Defined

Unsporting conduct includes, but is not limited to:

- Arguments with any staff personnel, opposing players, spectators and teammates
- Disregard for rules, policies, procedures, equipment and facilities, including the UW-Whitewater Student Code of Conduct
- Flagrant physical contact
- Fighting
- Use of poor language (repetitive, socially unacceptable, directed at individuals, etc.)
- Participating under the suspected influence of alcohol or other substance(s)
- Fraudulent use of HawkCard
- Participating while ineligible
- Team forfeit
- Being overly demonstrative in any scenario

### Fighting & Physical Conduct

Fighting will result in immediate ejection of an individual/team and the contest in-question will be ended, with results recorded as deemed appropriate by administrative staff. Any persons identified as having participated in a fight will receive an automatic suspension from Intramural Sports for the remaining duration of the current semester, at minimum (additional suspension length pending review). Fighting will also result in an automatic referral to the Dean of Students Office. Suspension from other programs and services offered by The Office of Recreation Sports & Facilities may also be considered, including the revocation of any membership and facility access.

Fighting is defined as, but not limited to any attempt to strike, punch, kick or physically harm by using a fist, hand(s), arm(s), leg(s) or foot/feet regardless of whether contact or any combative/violent contact outside of the scope of the activity in-question is made.

**NOTE:** Intramural Sports activities often meet what governing bodies and agencies define as “contact sports,” no matter how often or physical the contact may be. Fouls are, by definition, violations of activity rules resulting from physical contact outside the basic scope of activity engagement. Some fouls may be harder, or more flagrant, than others. While the prevention of fouls and overly physical contact is a goal, it is impossible to achieve with a high level of success. This is why contest officials and on-site staff are present to preside over contests. Participants are asked to understand contact will inevitably happen, and in the event flagrant contact occurs, the offended party is expected to trust and respect officials will penalize the offending party accordingly. In the event flagrant contact goes unpenalized, participants are strongly encouraged to contact administrative staff, who will in turn continue to emphasize appropriate staff intervention in an educational manner.

**NOTE:** Bench decorum policies are expected to be followed in the event a fight or flagrant contact occurs, no exceptions. [See Section 16](#) of this handbook for details.

### Verbal Abuse & Threats

Verbally abusing or threatening an opponent or staff member will result in immediate ejection of an individual/team for the contest in-question. Sportsmanship and conduct penalties will be applied at the discretion of administrative staff, pending situation review. Cases may be referred to the Dean of Students Office based on severity.

### Profane Language & Obscene Gestures

The use of profane language and/or obscene gestures directed toward teammates, opponents or staff member will result in immediate ejection of an individual/team for the contest in-question. Sportsmanship and conduct penalties will

be applied at the discretion of administrative staff, pending situation review. Cases may be referred to the Dean of Students Office based on severity.

### **IMLeagues and UW-W Rec Sports App/Online Chats**

Interactive chat features are available online via IMLeagues and in the UW-W Rec Sports app. Sportsmanship and conduct policies are expected to be followed on these platforms. If it is found that any team or individual is violating conduct policies via these platforms, the incident will be treated the same as if it happened in-person at an activity.

This section of the policy also applies to an unsporting behavior that may occur in other campus facilities, at other campus events and/or off-campus in any capacity.

### **Cheating/Manipulating Staff & Rules**

Any individual or team that cheats, bribes or manipulates rules/policies/procedures in any manner will be automatically removed from Intramural Sports participation for at least the remainder of an activity's season. Cases may be referred to the Dean of Students Office based on severity.

### **Team Names**

Team names cannot violate sportsmanship and conduct policies. Repeat violations related to team names are subject to receiving referral to the Dean of Students Office.

### **Use of Drugs & Alcohol**

The use of any drugs, alcohol and/or other substances determined to be illegal under Federal or State of Wisconsin laws cannot be present and/or consumed during Intramural Sports events. Intramural Sports staff reserve the right to contact campus police in the event this policy is suspected to be/have been violated. Staff also reserve the right to deny participation to and/or notify campus police when participant appears to be under the influence of any substance at an intramural activity/event.

**NOTE:** Smoking of any kind (including vaping) is not permitted at any facility occupied by Intramural Sports, even if an activity is being played outdoors.

### **Activity-Specific Enforcements**

Some activities, by nature of their specific rulebooks, have specific enforcements related to how unsporting conduct is to be addressed. Contest officials and intramural staff have the final say in these instances, and unsporting conduct is expected to be documented by on-site supervisors. Intramural Sports will keep track of individual and team conduct history in the event misconduct is documented. Activity-specific conduct enforcements can be referenced in rulebooks, various Intramural Sports documents and on-site with supervisor staff. For questions or concerns related to activity-specific enforcements related to sportsmanship and conduct, please contact [imsports@uww.edu](mailto:imsports@uww.edu).

### **Disqualifications & Ejections**

An individual displaying repeated and/or severe poor sportsmanship is subject to contest ejection. Disqualification may result from an accumulation of too many fouls or penalties, as defined by activity-specific rules.

Any individual ejected for unsporting behavior is required to vacate the playing surface and facility immediately and must meet with administrative staff in order for any reinstatement process to begin. The ejected individual will be considered ineligible for participation until eligibility is reinstated by administrative staff.

It is important to understand the difference between a disqualification and an ejection. For the purpose of Intramural Sports participation, these terms are defined as-follows:

- Disqualification – contest participation must immediately end as a result of accumulating too many common fouls and/or penalties. Subsequent intramural participation is not impacted and participant may stay in a designated team bench area for the remainder of the contest. Bench decorum must be followed (see Section 16 of this handbook)

- Ejection – contest participation must immediately end as a result of unsporting behavior, which may include an accumulation of too many unsporting fouls and/or penalties. Subsequent intramural participation is impacted and the participant is to vacate the facility immediately. Remaining in a designated team area is not permitted and team captains are responsible for ensuring the ejected player leaves in a timely manner

### Suspensions

Suspensions may be a result of receiving an ejection or being disqualified from a contest/event. Intramural Sports administrative staff will determine the length of a suspension, although any contest ejection automatically warrants a one-game suspension. Suspensions are to be served across all intramural activities in which the suspended individual currently participates (i.e. individual conduct is not restricted to the activity in-question). Forfeited or canceled contests will not count towards games served during a suspension. Suspensions and their affiliated lengths are subject to appeal. Suspensions may also be rendered in the event a team/individual accumulates too many unsporting penalties/notices in a given timeframe, applied at the discretion of administrative staff.

If a participant is frequently involved in conduct/sportsmanship-related incidents, administrative staff reserves the right to include the Dean of Students Office in disciplinary procedures and decisions.

### Reinstatements

Individuals who are ejected or disqualified for violating sportsmanship expectations must schedule a conduct review meeting with Intramural Sports administrative staff. Another Rec Sports representative (not directly affiliated with Intramural Sports) typically sits in on conduct review meetings with the intent to offer an unbiased and neutral perspective and to assist in rendering reinstatement decisions that consistently align with other Rec Sports programs and services.

Reinstatement will be considered either during or immediately following the conduct review meeting. Any pending suspension that may be assessed will not begin until this meeting is held and time/contests missed may not necessarily be retroactively considered.

**NOTE AND ADVISEMENT:** Everyone makes mistakes, and unsporting behavior tends to be a result of the heat of competition and making an impulse action. Conduct review meetings tend to yield the most favorable results when the individual(s) in-question:

- Show(s) remorse and accepts responsibility for being involved in an unfavorable situation
- Address(es) the situation and any coinciding communication professionally
- Is/are honest and does not fabricate any part of situation occurrences
- Treat(s) and refer(s) to staff members and opponents in a respectful manner (including any event of disagreement or if a situation correction is warranted)
- Can set aside differences and understand perspectives of others involved in the situation and agree to positively advocate for Intramural Sports participation and staff members

### Team Sportsmanship Standing

Teams must remain in good standing with the Intramural Sports program as it relates to their general sportsmanship and conduct throughout the course of an activity's season. Individual misconduct also applies to team sportsmanship standing. All sportsmanship and conduct situations are documented by Intramural Sports administrative staff. If, at the discretion of administrative staff, a team does not maintain good sportsmanship and conduct standing, the team in-question can be excluded from playoff consideration (even if other qualification standards are met) or remove from participation in general.

Administrative staff reserves the right to refer to archived sportsmanship and conduct situations when considering a team's standing in the event the team has the same captain and/or same/similar roster compositions from season-to-season. Same/similar roster compositions are defined as rosters with at least 50% returning members, but this definition may be applied differently at the discretion of administrative staff based on affiliated team participation timelines and/or levels of situation severity.

### UWS Chapter 17 & The Dean of Students Office

Intramural Sports and the [Dean of Students Office](#) collaboratively follow & enforce UW System Non-Academic Compliance and Disciplinary Procedures, as outlined in [Chapter UWS 17](#). All participants are expected to engage in conduct that is “good for the game” and follows the “spirit and intent” of the activity being played. This includes acting in a mature, ethical and professional manner at all times and respecting the rules staff members are asked to apply as part of their position description.

### Appeals

Teams (preferably captains) and individual participants are welcome to appeal any decisions rendered that may be related to sportsmanship and conduct. While an appeal is being reviewed, the eligibility of the individuals involved in the appeal will be considered on a case-by-case basis, based on the severity of the situation and campus personnel who may also be involved in external capacities. Continuing participation in Intramural Sports and general Recreation Sports programs and services may all come in to question and receive consideration during the appeal process.

### SECTION 16 – BENCH DECORUM & SPECTATORS

Any team player that is not actively participating in a contest is to be considered “bench personnel.” All bench personnel are expected to adhere to “bench decorum” policies at all times, regardless of the situation present during a contest/event. More details and information are included in this section of the handbook, however, to put it simply, the best way to comply to bench decorum policies is to simply act in a sporting manner that is “good for game” and remain in your designated team area/bench when not actively participating in a contest permitted by activity-specific rule.

#### **Bench Decorum Defined**

Bench decorum is defined as practicing appropriate/suitable treatment and sporting conduct while on the bench or in a designated team area. Decorum expectations also apply to team players participating on/in the playing surface area. Please be advised that given how certain facility spaces are utilized by Intramural Sports, spaces that are designated as “team benches” or “team areas” may have altered dimensions and/or locations and may also include the presence of additional personal items including (but not limited to) as backpacks, jackets and other clothing items.

Teams are expected to follow bench decorum policies regardless of the space available, which may vary from contest to contest. Individuals are also encouraged to use locker room facilities, when available, to secure personal items in an effort to increase the size of available space designated to each team. It is very possible one team may have more designated space available to them, however if that is the case, it is likely because of how teams place personal items. Intramural Sports will ensure each team is afforded equitable designated team spaces.

Intramural Sports takes bench decorum very seriously. Decorum policies play a large role in determining a team and/or individual’s sportsmanship standing with the program. Violating decorum policies and expectations may also be considered violations of the UW-Whitewater Student Code of Conduct and [UW System Chapter 17](#) policies as they relate to Student Non-Academic Compliance.

#### **Spectators & Affiliated Policies**

Spectators are very much welcome to attend and can often play a fun/vital role in Intramural Sports operations and its environment. When attending Intramural Sports events, spectators are also expected to follow certain decorum policies. Spectators do not need to be on a team roster and do not need to check in with Intramural Sports staff. Spectators do, however, need to abide by Intramural Sports policies during periods of intramural activity.

Spectators ABSOLUTELY CANNOT:

- Sit or stand within the immediate confines of a team bench or designated area
- Physically enter a contest playing surface during period where a contest is considered “live” by activity-specific rule
- Throw/kick/project any physical object onto a playing surface or at any individual
- Simulate noises or actions related to contest facilitation (blowing whistles, using other noisemakers)
- Taunt or disrespectfully address/treat any participating players or other spectators



- Disrespectfully address any Intramural Sports staff members in any manner, both directly and indirectly
- Bring, consume or distribute any alcohol or prohibited substance(s)
- Play music or make noise that is determined to overpower a contest's environment or violate public music streaming laws
- Disregard any UW-Whitewater facility or Student Code of Conduct policy
- Engage in any other activity determined to be inappropriate and/or unnecessary by any Rec Sports staff member

**NOTE:** Intramural Sports teams and participants who are not currently involved in active contests and watching other contests elsewhere at the site of competition are to be considered spectators. Individuals meeting these classification standards are expected to adhere to all spectator policies.

Aside from the basic act of attending an intramural event, bringing signs, additional friends/family members outside of UW-Whitewater campus community members and being positive advocates for individuals/teams are all absolutely permitted.

When spectators are clearly identifiable as being affiliated with a specific team or individual, the team captain is responsible for spectator conduct, whether the captain is actively participating in a contest or not. Because a team captain is responsible for spectators clearly affiliated with their team, spectator misconduct is subject to in-game penalties and team sportsmanship standing with the Intramural Sports program.

In some cases, spectators may not be known to a team or may not be clearly affiliated with a team/individual. No matter what the situation may be, when a request to cease certain behaviors/actions is made to a spectator or group of spectators, all individuals involved in the request are expected to adhere to the request in a professional manner.

**NOTE:** Spectators must adhere to facility policies related to persons classified as a minor. Other than minors who have proper, approved participation documents filed with The Office of Recreation Sports & Facilities, persons under the age of 18 are subject to being asked to vacate a premises.

### **Infractions & Penalties**

Any persons found to be in violation of bench or general decorum are subject to immediate, retroactive and/or future penalty (or penalties) as determined appropriate by Intramural Sports administrative staff. When necessary, administrative staff reserves the right to include the UW-Whitewater Dean of Students Office and its staff on situations involving infractions/violations of decorum that are considered especially egregious and beyond the scope of basic practice/enforcement as outlined by activity-specific rulebooks.

Common infractions/violations related to bench and other decorum that may result in penalties and/or referral to campus authorities/resources include, but are not limited to:

- Leaving a designated team area or bench. Some examples may include (but are not limited to):
  - Engaging in on-court behaviors (getting into faces of opponents, officials, interfering with contest action)
  - Leaving the site of competition in an unsporting or unapproved manner as outlined by activity-specific rules
  - Removing a uniform in an unsporting manner
  - Distracting contest staff
  - Questioning scorebooks without following activity-specific procedure to make appropriate inquiries
  - Stepping over boundary lines to interact with/talk at contest officials, opponents and teammates
  - A non-captain coming to the aid of a teammate in an inappropriate manner (see statement at the end of this section)



- Inappropriate language and other actions/behaviors directed to any staff member and opponent(s)
- Using language or references not socially acceptable/tolerated in public spaces given common public sense
- Simulating noises or actions related to contest facilitation by staff (i.e. blowing whistles, other noisemakers)
- Taunting any individual(s) in any manner
- Throwing equipment/other objects or items/treating items disrespectfully
- Engaging with spectators in unnecessary and/or unsporting manner

When other campus resources, such as the Dean of Student Office and Campus Police, are involved in situations where sportsmanship, decorum or conduct violations occur, Intramural Sports will defer to the decisions rendered and/or outcomes determined necessary by those resources, who are determined to be the subject matter experts in misconduct and whose actions/decisions supersede those made by representatives of The Office of Recreation Sports & Facilities.

### **Statement on Team Camaraderie and Supporting Teammates**

It is very common, in athletic settings, for teammates and friends to support one another and “have each other’s backs.” While Intramural Sports administration appreciates the intentions individuals may have to support and advocate for their teammates and friends, all participants MUST understand it is considered a severe violation of decorum for any bench personnel to leave a team bench or designated area for any reason without receiving authorization from an activity official or supervisor.

In the event of any altercations that may take place on the playing surface, bench personnel are expected to remain in their designated team area, trust their on-floor/court teammates and staff to address the situation in a professional, positive, sporting manner, and to refrain from engaging in/instigating additional misconduct with other contest personnel and/or spectators.

Leaving designated areas in these situations, when properly documented, will result in disciplinary action being taken by Intramural Sports and include automatic referrals to the Dean of Students Office.

In the event Intramural Sports staff must conduct an internal review of situations related to unsporting conduct and/or decorum violations, it is very likely a team captain will be contacted and asked to share information or knowledge of the situation. In the event the captain elects to keep information to themselves or to refrain from sharing names of individuals involved in a situation, Intramural Sports reserves the right to impose penalties on the captain. Outcomes and subsequent proceeding actions/situations may vary and are to be considered circumstantial.

## **SECTION 17 – WEATHER AND POSTPONEMENTS/CANCELLATIONS**

Most situations related to weather, postponements and cancellations revolve around activities that are scheduled to take place outdoors. However, some situations may present themselves where indoor activities are involved. For the purpose of this handbook, all items in this section refer to outdoor situations, however indoor situations will follow similar processes, at the discretion of administrative staff.

### **Playability & Activity Status**

Intramural Sports staff will check facility playability and weather forecasts every day and playability decisions intend to be announced as early as possible in an effort to accommodate impacted teams and staff. Activity status will be shared via IMLeagues messages and may also be posted on the home page Rec Sports website.

Please do not assume that Intramural Sports activities will be cancelled/postponed because a forecast appears to be unfavorable. Please wait for an official announcement to be sent to all impacted teams via IMLeagues. If no announcement is made, contests are assumed to be on as-scheduled. In all cases, Intramural Sports staff will assess situations and make determinations based off of whether playing an activity will be a) safe, b) be fair given present conditions and c) enjoyable for all parties involved.

### Regular Season

Any scheduled contest/event which has been postponed due to unfavorable playing conditions will be rescheduled if any “rain dates” in the schedule for the activity in-question remain. In all cases, regular season contests will likely not be rescheduled unless circumstances are deemed appropriate by administrative staff.

### Playoffs

Playoff contests postponed due to unfavorable playing conditions will be rescheduled for the next possible intramural business day (see [Section 3](#) of this handbook for definitions of “Intramural Business Days”). It is not guaranteed teams will play at the same time or location previous scheduled. Teams will be notified of reschedules via an IMLeagues message. Teams are responsible for verifying their schedules.

### Cancellations During an Activity

Contests that may be in-progress and cancelled/postponed before their conclusion may or may not be rescheduled. Some contests, depending on how far along a contest may be, may be recorded as final, depending on activity-specific rule.

### Lightning Policy

In the event of any potential presence of lightning in outdoor activities, Intramural Sports refers to lightning references provided by the [National Weather Service](#) and utilizes lightning detection technology provided by [Weatherbug’s SPARK feature](#). When Intramural Sports staff inform participants of dangerous weather situations and instruct players to vacate playing areas, all players are expected to comply. No additional contest action is permitted to commence without on-site supervisor authorization.

In the event a threat of severe weather causes contest postponement/cancellation, on-site staff will record contest status at the point of interruption. If, after 30 minutes of time has elapsed and the postponed contest can be safely resumed, the contest will resume at the point of interruption, as best as possible. If, after 30 minutes of elapsed time, a contest cannot resume, for any reason, Intramural Sports administrative staff will review situations and make determinations of resumption of play, if deemed appropriate.

Please be advised other contests may remain on a day’s schedule of contests. If this is the case, if any of the scheduled contests can commence as-scheduled and facilities/playing conditions are safe, all remaining contests will be played. Administrative staff will determine how to address any postponed or cancelled contests.

### [National Weather Service – Lightning Safety](#)

### [National Weather Service Thunderstorm Safety](#)

### Severe Weather Plan

In addition to the items outlined in the previous subsection, when severe weather is detected, all participants are encouraged to seek the nearest, safest shelter. In many cases, that will be the Williams Center. Williams Center locker room facilities serve as severe weather holding areas.

Intramural Sports strongly encourages participants to wait out severe weather threats in the safety of a nearby campus building.

**NOTE:** Other forms of severe weather or playing conditions may present themselves. Intramural Sports staff will consult all possible weather resources deemed appropriate and will consult with Rec Sports grounds crew to make educated decisions. Please join us in consulting some of our frequently-used weather resources, linked below.

### Weather Resources

#### [UW-Whitewater Weather Website](#)

#### [National Weather Service \(NWS\)](#)

#### [NWS Educational Resources & Reference Guides](#)

#### [The Weather Channel](#)

#### [Weather Underground](#)

#### [WeatherBug & SPARK Lightning Detection](#)

## **SECTION 18 – INJURIES, CARE AND SAFETY**

Intramural Sports activities are subject to include moments of contact and given their physical nature, accidents and injuries are a possibility. Therefore, all activities offered by the Intramural Sports programs shall be considered “contact sports.” Participants are strongly encouraged to prepare themselves for contests however they see fit and exercise good judgment before, during and after all activities.

### **First Aid Treatment**

All Intramural Sports supervisors who are on-site during events are trained and in first aid, CPR and AED administration and receive certifications under methods instructed by the American Heart Association. In the event of a suspected injury or physical harm (or threat thereof), on-site staff will act as the first on the scene and assist as the situation warrants given their training. Basic first aid items (bandages, wraps, ice, etc.) are available upon request.

Rec Sports staff will NOT help “pop in” any suspected breaks/dislocations, etc. and staff will not diagnose injuries.

Would you like to learn more about becoming certified yourself? [Contact Rec Sports!](#)

### **EMS & Ambulance Calls**

Emergency Medical Services (EMS) may be notified in the event an injury falls out of the scope of basic first aid treatment. All Rec Sports staff members reserve the right to notify EMS in the event they believe doing so is in the best interest of the individual(s) involved in the situation. Intramural Sports understands individuals may be worried about staff calling for EMS support, however, please understand UW-Whitewater, Rec Sports and community EMS departments/personnel have very positive working relationships. Individuals SHOULD NOT receive a bill for calls made to EMS, even if personnel and ambulances arrive on-site. Individuals will NEVER be forced to take a ride with EMS, although heavy advisement may be made given the nature of the situation. Care can ALWAYS be refused. In the event an individual is unable to render a decision, staff and EMS personnel reserve the right to act in the best interest of the individual’s safety and overall well-being.

### **Suspected Head Injuries**

In the event an individual is displaying signs and symptoms commonly identified in cases of concussion or other head injuries, Intramural Sports staff reserves the right to prevent said individual from engaging in additional participation.

### **Common Signs & Symptoms of Concussion**

#### **Presence of Blood & Bodily Fluids**

Whenever blood or any other bodily fluids uncommon to basic physical activity (i.e. sweat) are present, the contest/event is to be paused immediately. Individuals who are the source of the blood/fluids AND anyone who came in contact with said fluids will be required to clean the impacted area and prove the situation at-hand has been contained before re-entering a resumed contest. Staff will also examine the playing facility, equipment and attire of all participants before considering the contest safe to resume. In the event a piece of attire or uniform becomes saturated with any blood/bodily fluid, that piece of attire cannot be worn. If the proper course(s) of action cannot be taken, staff reserve the right to withhold individuals from participation and/or make a contest determination.

#### **Return to Play**

If any individual appears to be unwell or if it is determined additional participation may put anyone’s health, well-being or safety at risk, Intramural Sports staff reserve the right to prevent said individual(s) from participating. Anyone who wishes to continue participating after receiving advisement against doing so participates at their own risk.

## **SECTION 19 – AWARDS**

Individuals and teams finishing in first place of their respective playoff bracket will receive the coveted intramural championship t-shirt! In most cases, teams winning an “A” bracket will receive long-sleeve shirts and all other teams will receive short-sleeve shirts. If no bracket disparities are offered (i.e. “A” vs. “B”), it is to be assumed the bracket winner(s) will receive a long-sleeve t-shirt. It is currently intended to not provide an award/prize to individuals and teams not winning a playoff bracket, although in some circumstances, shirts may be awarded to individuals/teams who finish in runner-up positions, based on activity-specific rules.

Certain shirt limits may apply to both teams and individuals, depending on the number of rostered members and the number of shirts an individual may have already won in a given academic year. Please refer to the championship shirt limitations section of the [appendix](#) for more details.

Other opportunities in which Intramural Sports may distribute prizes and/or giveaways may present themselves at any time throughout the academic year. In the event that happens, please understand the main purpose behind these circumstances is to both thank participants for their involvement and to promote Intramural Sports and/or other participating sponsors of said prize/giveaway distribution. Any contests and/or promotions facilitated for the sole discretion of distributing a prize/giveaway are done so at the discretion of administrative staff. Rec Sports staff members (not limited to Intramural Sports) are not eligible to receive prizes/giveaways unless they are genuinely participating in an event sponsored by Intramural Sports.

Rec Sports staff members are permitted to participate in Intramural Sports activities but are not to receive preferential treatment from any Intramural Sports representative. In the event a staff member wins a championship, prioritization of t-shirt distribution will be given to non-staff members first. If preferential treatment of staff members is suspected during Intramural Sports participation, please report your suspicion to [imsports@uww.edu](mailto:imsports@uww.edu).

## **SECTION 20 – EMPLOYMENT, OFFICIATING AND TREATMENT OF STAFF**

Intramural Sports is a program that is facilitated out of The Office of Recreation Sports & Facilities (Rec Sports), a department proud to be one of the largest on-campus employers at UW-Whitewater. Many employment positions exist within Intramural Sports and other program areas in the Rec Sports department. Rec Sports employment opportunities can be viewed online here. Intramural Sports employment opportunities include:

- Student Coordinators (i.e. student administrators)
- On-Site Supervisors (see below)
- Officials (see below)
- Scorekeepers (see below)

Position Descriptions Available on the [UW-Whitewater Handshake Page](#) and [Rec Sports student employment website](#)  
[UW-Whitewater Office of Human Resources](#) and [Student Employment](#)

### **On-Site Supervisors**

Most Intramural Sports activities have an on-site supervisor (some exceptions may apply). The supervisor is the trained manager for the day's operations as they relate to a specific intramural activity. Supervisors will have the resources on-hand to assist in the event any questions or concerns come up. Supervisors also welcome suggestions and feedback and act as the final authority for on-site decisions. Supervisors do have nightly reports to submit and will inform administrative staff on all pertinent facets related to the day's happenings. Supervisors are considered students of authority and are to be respected at all times.

### **Officials (i.e. Referees & Umpires)**

Officials are hired for many, but not all, intramural activities. No prior experience is necessary to become an official, as our certified staff will train you in accordance with NFHS, NIRSA and WIAA standards. Only current UW-Whitewater students are eligible for hire. Regular Pay and Work Study are two methods of payment.

Officials must meet training standards established by Intramural Sports administrative staff AND meet the hiring standards established by the UW-Whitewater Office of Human Resources prior to being hired and scheduled.

### **Scorekeepers**

Like officials, scorekeepers are hired for some, but not all, intramural activities. Positions are primarily available to students with [Work Study](#) only. Scorekeepers must also meet training standards established by Intramural Sports administrative staff AND meet the hiring standards established by the UW-Whitewater Office of Human Resources prior to being hired and scheduled.

### Statement on Officiating and Personnel Conduct

Intramural Sports staff (including administration, office personnel, supervisors, officials and scorekeepers) are trained to enforce policies and act in manners which are safe, fair, fun, welcoming and informative to all participants. Customer service and participant education/communication are two major points of emphasis and pride within the program. At any time, if anyone feels staff members exhibit poor customer service and do not engage in educational, positive and corrective manners, please contact [imsports@uww.edu](mailto:imsports@uww.edu) immediately.

With specific respect to officiating, Intramural Sports asks all participants to understand it is a tough job. Mistakes will be made and inconsistencies from contest-to-contest will inevitably happen, but they should not happen due to a lack of effort or care. The program also understands not everyone will agree with all decisions and actions officials make/take. Administrative staff will work as best as they can to provide good, ongoing education and opportunities to improve to all officials and other staff. Participants, in-turn, are asked to exhibit patience and understanding as many intramural officials little to no experience in officiating prior to working with Intramural Sports. The program will not have professional officials, but will work to introduce people to a great craft and avocation. Your support and advocacy for ongoing learning and opportunity goes a long way towards encouraging more people to officiate. Games cannot happen without officials. Please do your part and engage/interact with our staff positively.

Staff should never display favoritism or preferential treatment during any contest/event. It is, however, acknowledged that staff will likely exhibit friendly behavior, especially with people they are familiar with. While Intramural Sports asks staff members to be perceptually aware of this, participants are also asked to understand the friendly nature and intent behind Intramural Sports. Please report any suspected favoritism to [imsports@uww.edu](mailto:imsports@uww.edu) and administrative staff will conduct an internal review of the inquiry.

### Treatment of Staff

When it comes to treatment of staff, participants are asked to understand and acknowledge the following items:

- All Intramural Staff members receive comprehensive training opportunities prior to being scheduled to work. This includes officials (i.e. referees) who are trained based on agendas crafted by certified officials following rules/mechanics/basic practices as outlined by the NFHS, NIRSA and the WIAA
- All participants are asked to understand that the Intramural Sports program is often one of the first places officials get exposure to, trained on and implement officiating practices.
- All staff members are, by nature of Human Resources definition, considered employees of UW-Whitewater, the UW System and the State of Wisconsin. Mistreatment of employees that is classified as above the basic nature of inquiry cannot and will not be tolerated
- Staff do not write rules; they enforce them in an effort to maintain activity equity and create an environment that multiple parties can enjoy
- Asking for clarification on rules, policies and decisions made (and not made) is welcome, permitting the inquiry/discussion is initiated in a professional manner
- Disagreeing with a decision made by a staff member is a common occurrence in sports in general and Intramural Sports is no exception. Participants are encouraged to seek clarification and may even voice their displeasure, but when doing so, are asked to keep in-mind that not all staff members may have the experience participants have grown accustomed to and may therefore not know how to address an inquiry. While this may be unfavorable, it must be understood and respected, as experience and opportunity to continue to learn are the main two ways staff and the program will improve
- Mistakes will be made. By everyone. Including participants. All parties are expected to respect each other's actions and end goals related to their Intramural Sports involvement, no matter what they may be. Perspectives and perceptions rarely ever align perfectly and all anyone can ask is for a rationale explanation of what has been observed and interpreted. Demeaning someone based on a varying opinion or perceived unfavorable result is not welcomed behavior.



### Physically Contacting a Staff Member

Any physical intentional contact with an Intramural and Rec Sports staff member (administrator, supervisor, official, supervisor, building staff, etc.) will result in the immediate ejection of the responsible individual(s) and the event in-question will be immediately ended, with contest results recorded at the discretion of administrative staff. In addition to the ending of the event/contest in-question, individual(s) suspected to be involved in the incident will receive immediate and indefinite suspension from Intramural & Club Sports, with consideration for other Rec Sports programs, services and memberships possibly included, all pending review by appropriate campus personnel. Pending review, the individual(s) determined responsible for the physical contact will face a minimum suspension of one (1) calendar year from Intramural & Club Sports, with the suspension beginning when the review decision is rendered. University Police and the Dean of Students Office will automatically be involved in the incident and the staff member has the right to consider pursuing their own legal action.

### SECTION 21 – SUGGESTIONS AND FEEDBACK

The Intramural Sports program takes pride in striving for continuous improvement. While there is a collection of many great things already in-place, we understand some things could go better, or we may need to modernize specific aspects of our operations. If you have anything you would like to share, please do so! All we ask is that your thoughts and opinions be shared respectfully and progressively. Your feedback will not be considered if it is presented in an unprofessional manner. Opinions related to officials are certainly welcome, but must be substantive in-nature.

To share anything related to your Intramural Sports experience or program operations in general, please contact us at [imsports@uww.edu](mailto:imsports@uww.edu) or consider completing a [feedback form](#). We also welcome in-person or Webex appointments! Please allow at least one-two business days to return an inquiry.

### SECTION 22 – HELPFUL LINKS & RESOURCES

Our staff is here for you! We may be contacted at any time via email or an online feedback form. A Rec Sports student staff member is also available at the front desk of Williams Center Room 100 during most Williams Center hours of operations. We understand someone may want to speak with Intramural Sports staff directly in-person, via Webex/email or over the phone. If that is the case, in order to ensure staff availability, it is strongly encouraged appointments be requested and scheduled ahead of time. Walk-in availability is not guaranteed.

#### The Office of Recreation Sports & Facilities

Williams Center, Room 100  
262-472-1145  
Hours of Operations

#### UW-Whitewater Intramural Sports

Matt Schneider, Assistant Director  
[imsports@uww.edu](mailto:imsports@uww.edu)  
[SchneideMD30@uww.edu](mailto:SchneideMD30@uww.edu)

#### Office Hours (subject to change)

Monday thru Thursday: 9a-6p  
Friday: 9a-3p  
Weekends: N/A

other times may be available upon request  
Fridays are not preferred for meetings  
admin staff typically do not hold office hours over the weekend

#### Helpful Rec Sports Links

[Rec Sports Website](#)  
[Intramural Sports Website](#)  
[Sign in to IMLeagues \(desktop site\)](#)  
[Download the UW-W Rec Sports App \(Apple\)](#)  
[Download the UW-W Rec Sports App \(Google Play\)](#)  
[Club Sports Website](#)  
[IM Sports Feedback Form](#)  
[IM Sports Forfeit Information](#)  
[IM Sports Protest Form](#)  
[Become an Official - Application](#)  
[Rec Sports Employment Website](#)

#### Helpful UW-Whitewater Campus Links

[Academic Calendar](#) and [Campus Map](#)  
[Campus Police](#)  
[Campus Weather](#)  
[Dean of Students Office](#) and [UWS Chapter 17](#)  
[Office of Human Resources](#)  
[Intercollegiate Athletics](#)

#### Other Helpful Resources

[National Federation of State High School Associations \(NFHS\)](#)  
[National Intramural & Recreational Sports Association \(NIRSA\)](#)  
[Wisconsin Interscholastic Athletic Association \(WIAA\)](#)



**APPENDIX**

Items in the appendix include:

(if viewing online, click the item title to go directly to the item page)

[How to Register/Create a Team/Join a Team](#)

[General Participation Guidelines](#)

[Captain Responsibilities](#)

[Team Name Policy](#)

[Approved Co-Rec Ratios](#)

[Sportsmanship & Conduct Policy](#)

[Forfeit Policy](#)

[Protest Policy](#)

[Table of Coinciding Sports](#)

[Championship Shirt Limitations and Policies](#)

All of the items in the appendix are configured to be individual, printable documents for specific reference.

Each item is available for download on the Intramural Sports website and can be referenced with the on-site supervisor for all supervised activities.

## UW-Whitewater Intramural Sports

### How to Register/Create a Team/Join a Team

UW-Whitewater Intramural Sports uses IMLeagues, a third-party management system, to organize all program operations, which include registrations, schedules, team roster compositions, playoffs and more.

To gain access to IMLeagues, individual users must sign in using their UW-Whitewater-issued credentials (NetID and password). You do not need to create an account, as your account and profile are automatically generated for you once your enrollment is confirmed. You will, however, need to verify some information when you sign in for the first time each academic year, which is a form of activating your account.

#### How to Create a Team

Teams are created by a captain – it is up to teams to decide who will serve in the captain role

- 1 – Sign in to IMLeagues – you will be taken to your personal page
- 2 – Click “University of Wisconsin-Whitewater” at the top of the page
- 3 – You are now at the school’s network page
- 4 – Make sure you click the “IM Sports” tab, which is found next to the Warhawk logo in the purple circle
- 5 – Find the sport/activity you wish to join
- 6 – Find the league and possible coinciding division you wish to join – spots fill on a first-come, first-serve basis
- 7 – Click the league or division and find the “Create Team” button
- 8 – Complete the captain quiz, acknowledge the participation waiver, name the team and if applicable, pay the entry fee
- 9 – Wait for your confirmation and verify your team is now in the desired league/division
- 10 – Invite members to your team

#### How to Join a Team

Teams must be registered (i.e. already created) before individuals can be added to a team roster

- 1 – See steps one thru five under “How to Create a Team” above
- 2 – Find your registered team’s name in the division/league in which your captain registered
- 3 – Request to join, which must be approved by the team captain (captain’s can invite you to join a team as well)

Check your UW-Whitewater email and follow prompts accordingly!

#### Don’t Have a Team? Become a Free Agent

- 1 – See steps one thru five under “How to Create a Team” above
- 2 – Find the “Free Agent” section in the header at the top of the screen
- 3 – Enter your information, availability, relevant items you wish to share, etc.
- 4 – Team captains can access this list and invite you to join their team

Please be advised it is not guaranteed all free agents will be asked to join a team roster.

In the event enough free agents with similar availabilities are registered, Intramural Sports staff may create a team of free agents.

**Activity registration, schedules, standings and more are also available via the FREE UW-W Rec Sports app!**

## UW-Whitewater Intramural Sports

### General Participation Guidelines

The Participant Handbook is long! Take an abbreviated look at the following emphasized general policies (in no particular order) to help guide your Intramural Sports participation:

<b>No ID = No Play</b>	All participants must show a valid HawkCard in order to check in for a contest. Don't have your card, ask us about a forgotten ID pass!
<b>Eligibility</b>	All team members must be on a team's roster and meet eligibility standards set by Intramural Sports and The Office of Recreation Sports & Facilities
<b>Participant Quiz &amp; Waiver</b>	Each team member must pass the participant quiz and acknowledge the online waiver in order to be added to a team's roster
<b>Sportsmanship &amp; Conduct</b>	Active participants, bench personnel and spectators are expected to practice positive sportsmanship, including bench decorum, at all times
<b>Team Names</b>	Team names must be appropriate and cannot be competitively unfair. Team names may change at any time via a team's page in IMLeagues
<b>Know Your Activity-Specific Rules</b>	Along with the Participant Handbook, each activity has a specific set of rules. Participants are asked to review rules throughout their involvement
<b>Arrive Early</b>	Help keep schedules on-time! Teams are encouraged to arrive 15 minutes prior to their contest time to properly check in and prepare to participate
<b>Forfeits</b>	Teams are expected to arrive for all scheduled contests. Failure to attend may result in a contest loss, poor sportsmanship standing and a fee
<b>Proper Attire</b>	Please wear attire that is distinguishable from opponents and proper footwear (including non-marking shoes inside and no metal cleats outside)
<b>Equipment</b>	Most activity equipment (include a game ball) is provided. Team jerseys and warm-up equipment may be available for rent from the Equipment Room
<b>IMLeagues</b>	The third-party management system for Intramural Sports. All registrations, roster moves, schedules, brackets and results all take place via IMLeagues
<b>Regular Season</b>	Most activities have a regular season with contest minimums. When registering, teams are mainly registering to have a regular season to play
<b>Results &amp; Protests</b>	Contest results are posted daily in IMLeagues. Teams are welcome to protest results, eligibility and rule application
<b>Playoffs</b>	Activities with a regular season also have a playoff season. Teams must qualify for playoffs and may not play during their regular season day/time.
<b>Communication</b>	Intramural Sports staff will attempt to communicate at various times throughout your season. Check your email and voicemail regularly!
<b>Captains' Meetings</b>	Some activities require a pre-season captains' meeting to review season operations, rules and other points of emphasis
<b>Contact Intramural Sports</b>	Our staff is here for you! Contact <a href="mailto:imsports@uww.edu">imsports@uww.edu</a> or 262-472-1145. Visit us in-person in Williams Center Room 100!

## UW-Whitewater Intramural Sports

### Captain Responsibilities

Each team is required to appoint a team captain. Captains assume the role of intermediary between the Office of Recreation Sports & Facilities and their team. Any eligible team member may serve as the team captain. Captain responsibilities include, but may not be limited to:

- Serving as the point of contact for administrative staff (answering phone calls and emails – see NOTE A)
- Registering their team and confirming team availability to play at given days/times
- Paying for their team (if payment situations apply)
- Assembling the team roster and informing team members of the team's name
- Attending pre or post-season meetings (depending on activity – see NOTE B)
- Informing team members of schedules/upcoming events
- Knowing general participation and activity-specific rules/policies/procedures
- Ensuring roster eligibility and compliance of all team members (including waivers and quizzes, being properly equipped)
- Assisting staff members with enforcing proper contest check-in protocol and ID compliance
- Confirming roster and playing minimums are met in order to start a scheduled contest
- Addressing any/all items related to contest forfeits, including being responsible for paying applicable forfeit fines
- Representing their team at the pre-game captain meeting with applicable staff and opposing team captain
- Ensuring sportsmanship and team conduct policies are followed (see NOTE C)
- Rendering the official team decision to protest
- Rendering the official team decision regarding contest status (i.e. reschedule requests)
- Understanding post-season qualification requirements and bracket positioning procedures
- Signing the contest scoresheet following each contest played (see NOTE D)

**NOTE A:** In the event administrative staff attempts to communicate with a team captain and receives no response, the next person listed on a team's IMLeagues roster will be contacted.

**NOTE B:** For larger activities and/or activities that employ officials (i.e. referees), captain meetings may be required to go over season logistics, points of emphasis related to rules, the Rec Sports emergency action plan and points of emphasis related to treatment of staff/sportsmanship and team conduct expectations.

**NOTE C:** Captains are responsible for the conduct of all bench personnel, even if the captain is currently defined as an "active player" on the playing surface. In the event of an unfavorable situation, the team captain must ensure all bench personnel remain in their designated team bench area. Captains are also responsible for the conduct of all spectators representing their team.

**NOTE D:** When signing the scoresheet, the captain should look to confirm the contest's outcome, confirm the individuals who participated and confirm any sportsmanship-related concerns. If the captain does not agree to anything stated on the scoresheet, a protest should be filed with the on-site supervisor BEFORE signing the scoresheet. A signature acts as acceptance of what is stated on the scoresheet. In the event a captain does not sign a scoresheet, any other team representative who legally participated in the contest in question may sign the scoresheet in the captain's place. In the event the scoresheet is not signed by any team representative, Intramural Sports staff will act under the impression that the contest results are accepted as-stated on the scoresheet.

**NOTE E:** For some activities, equipment rental/check out may be necessary (i.e. warm up balls, team jerseys/pinnies, etc.). Team captains are not solely responsible for checking out equipment, as any rostered team member may address this. However, if there is any discrepancy with the rental/check-out, the team captain will likely be the first point of contact for the team in question.

**NOTE F:** If an identified captain cannot attend a contest or meeting, any other rostered team member may represent the team, permitted this is clearly communicated to applicable staff. If a team or administrative staff believes a captain is not fulfilling their obligations to the team and/or program, a new captain may be appointed at any time. If a team wishes to appoint a new captain, quorum vote may be required by administrative staff, depending on the situation. Administrative staff can remove captain status from any one at any time without any voting requirements. Captains are also welcome to appoint "co-captains" via a team's IMLeagues page.

## UW-Whitewater Intramural Sports

### Team Name Policy

One of the highlights of Intramural Sports participation is the opportunity to name your team. Captains typically take on this responsibility at the time of team registration, although team names can change at any time. There are, however, instances when questionable team names may be used. Intramural Sports staff will do their best to filter all team names and apply policies consistently. Team names CANNOT be competitively unfair, suggestively inappropriate or offensive or duplicated.

#### Competitively Unfair

Names may not be offensive or suggestively inappropriate, but may result in unfair advantages when opponents review a team schedule (examples include "Team No Game," "Bye Week," "TBD," etc.).

#### Suggestively Inappropriate or Offensive

Team names referencing sex and/or gender inequality, race and/or ethnicity, alcohol/drugs/other substances, derogatory use of likeness, physical violence, inappropriate social behaviors/actions, inappropriate innuendos, etc. Names will be deemed inappropriate if administration believes names may contain certain connotations. Even if a team name intends no harm, if administrative staff members conduct a reference search for a team name and something inappropriate can be connected to the name, the name will be changed. Ignorance is not an excuse and we ask teams consider intent vs. impact when determining names.

#### Duplicated

Multiple teams with the same name within a division, league or bracket. These circumstances often lead to confusion when publishing schedules.

#### Activity Reference

If a team name references a rule, act, piece of equipment, player term, etc. related to the actual activity the team is registered to play, it is likely, but not guaranteed, that a team name will be permitted. Team names must remain tasteful.

#### Default Team Name

In the event a team cannot come up with a name or if a name must be changed for any reason (and no alternative name has been presented), it is likely administrative staff will change the team name to the captain's last name (i.e. "Team [Last Name]").

The team name policy also applies to teams wishing to find their own images/logos to use as team insignias in IMLeagues. Images must be appropriate. Please also keep in mind that team names may be shared across campus, between friends, families, co-workers, etc. Team names are a reflection of all parties involved with Intramural Sports.

Administration reserves the right to change team names and icons/logos at any time and without notice. It is also not guaranteed violating team names/images will be caught right away. IMLeagues will always show the teams individuals are registered to participant with. It is strongly recommended captains inform team members of team names and that rostered team members login to IMLeagues to view team information.

## UW-Whitewater Intramural Sports

### Approved Co-Rec Ratios

#### Overview

Intramural Sports offers single-gender, co-rec and open league types to meet the various competitive and recreational needs and wants of the campus community.

- **Single-Gender Activities:** refer to activities where rosters are comprised of male or female only members
- **Co-Rec Activities:** refer to activities where rosters have a mix of male and female members AND must comply with gender-related ratios intended to ensure equitable participation opportunities
- **Open Activities:** refer to activities where rosters can and may have a mix of male and female members but do not need to comply with gender-related ratios (i.e. a team of all or majority male members may compete against a team of all or majority female members, ratios are greater than 1:1, 2:1, etc.).

For the purpose of participation, this document defines all permitted co-rec roster ratios for each activity. It is not a guarantee that single-gender, co-rec and/or open league types will always be made available, as league types vary based on a combination of historical information, registration trends and campus interest (applied when determined appropriate by administrative staff). It is the intent of administrative staff to offer a fair variety of league types when activity registrations are placed in IMLeagues, although league types are subject to change during registration periods based on campus interest and current trends.

Intramural Sports welcomes participants to participate under the gender in which they identify. Gender identities must remain the same from the start of an activity's season thru an said season's end.

#### Approved Ratios

Only the following male:female ratios defined by the table below can be followed for Co-Rec teams. Any other ratios would be considered an illegal roster/lineup/participation and would likely result in some form of penalty and/or forfeit defined by the situation and/or activity-specific rulebook. If a contest is forfeited because of illegal ratios, a forfeit fee may apply, which would be determined at the discretion of administrative staff.

Activity Name *	Min. Players Needed To Start Contest	Max. Players on the Playing Surface at a Time	All Approved Male:Female Ratios ^
3v3 Basketball	2	3	1:2 2:1
Badminton (doubles)	2	2	1:1
Bag Toss (doubles)	2	2	1:1
Basketball	4	5	3:2 2:2 2:3
Dodgeball	4	6	3:3 3:2 2:2 2:3
Flag Football	6	8	4:4 4:3 3:3 3:4



<b>Floor Hockey</b>	3	5	3:2 2:2 2:3 2:1 1:2
<b>Futsal</b>	3	5	3:2 2:2 2:3 2:1 1:2
<b>Indoor Flag Football</b>	3	4	2:2 2:1 1:2
<b>Indoor Soccer</b>	4	6	3:3 3:2 2:2 2:3
<b>Indoor Ultimate Frisbee</b>	4	6	3:3 3:2 2:2 2:3
<b>Innertube Water Polo</b>	5	7	4:3 3:3 3:4 3:2 2:3
<b>Kickball</b>	8	10	6:4 5:5 5:4 4:4 4:5 4:6
<b>Outdoor Soccer</b>	5	7	4:3 3:3 3:4 3:2 2:3
<b>Outdoor Ultimate Frisbee</b>	4	6	3:3 3:2 2:3 2:2
<b>Pickleball (doubles)</b>	2	2	1:1
<b>Racquetball (doubles)</b>	2	2	1:1
<b>Sand Volleyball</b>	2	4	2:2 2:1 1:2 1:1

Softball	8	10	5:5 5:4 4:5 4:4
Spikeball (doubles)	2	2	1:1
Table Tennis (doubles)	2	2	1:1
Tennis (doubles)	2	2	1:1
Volleyball	4	6	3:3 3:2 2:3 2:2
Wallyball	2	4	2:2 2:1 1:2 1:1
Wiffleball	5	7	4:3 3:3 3:4 3:2 2:3
Wheelchair Basketball	4	5	3:2 2:2 2:3
Yard Games (doubles)	2	2	1:1

\* If an offered activity is not listed in the table above, it is recommended teams consult an activity-specific rulebook to verify what constitutes a legal roster and coinciding legal participation. If an activity rulebook is not available, official NFHS, NIRSA and/or WIAA rules will be applied based on the activity in-question. Administrative staff reserves the right to enforce male:female ratios at their discretion and what is determined to be in the best interest in accordance to the spirit and intent of an activity.

^ On the playing surface at a time – more male and/or female members may be in the designated team area/considered bench personnel waiting for their opportunity to participate in a contest. Team captains are responsible for setting “playing time” for rostered members.

**NOTE:** Ratio situations do not apply when members of the opposite gender wish to participate when a league of their gender is not offered and/or does not fill during registration.

*From the Participant Handbook: “In the event a league is not available/does not fill in a team activity (example, a women’s league in Basketball), an individual may participate in another league with members of the opposite gender and the team may still participate in the intended single-gender league”*

In activities where a goalkeeper is required, any player can play goalkeeper. Goalkeepers are included in the male:female ratio/headcount of players on the playing surface.

## UW-Whitewater Intramural Sports Sportsmanship & Conduct Policy

### Participation Expectations

Individuals, teams and staff are expected to exhibit positive sportsmanship at all times, regardless of any situations that may arise prior to, during and after any intramural activity. Any unfavorable behavior exhibited on and/or off-campus cannot and will not be tolerated and is subject to review by Intramural Sports administrative staff, and in some cases, other campus administrators/resources.

### Unsporting Conduct Defined

Unsporting conduct includes, but is not limited to:

- Arguments with any staff personnel, opposing players, spectators and teammates
- Disregard for rules, policies, procedures, equipment and facilities, including the UW-Whitewater Student Code of Conduct
- Flagrant physical contact
- Fighting
- Use of poor language (repetitive, socially unacceptable, directed at individuals, etc.)
- Participating under the suspected influence of alcohol or other substance(s)
- Fraudulent use of HawkCard
- Participating while ineligible
- Team forfeit
- Being overly demonstrative in any scenario

### Fighting & Physical Conduct

Fighting will result in immediate ejection of an individual/team and the contest in-question will be ended, with results recorded as deemed appropriate by administrative staff. Any persons identified as having participated in a fight will receive an automatic suspension from Intramural Sports for the remaining duration of the current semester, at minimum (additional suspension length pending review). Fighting will also result in an automatic referral to the Dean of Students Office. Suspension from other programs and services offered by The Office of Recreation Sports & Facilities may also be considered, including the revocation of any membership and facility access.

Fighting is defined as, but not limited to any attempt to strike, punch, kick or physically harm by using a fist, hand(s), arm(s), leg(s) or foot/feet regardless of whether contact or any combative/violent contact outside of the scope of the activity in-question is made.

**NOTE:** Intramural Sports activities often meet what governing bodies and agencies define as “contact sports,” no matter how often or physical the contact may be. Fouls are, by definition, violations of activity rules resulting from physical contact outside the basic scope of activity engagement. Some fouls may be harder, or more flagrant, than others. While the prevention of fouls and overly physical contact is a goal, it is impossible to achieve with a high level of success. This is why contest officials and on-site staff are present to preside over contests. Participants are asked to understand contact will inevitably happen, and in the event flagrant contact occurs, the offended party is expected to trust and respect officials will penalize the offending party accordingly. In the event flagrant contact goes unpenalized, participants are strongly encouraged to contact administrative staff, who will in turn continue to emphasize appropriate staff intervention in an educational manner.

**NOTE:** Bench decorum policies are expected to be followed in the event a fight or flagrant contact occurs, no exceptions.

## UW-Whitewater Intramural Sports Sportsmanship & Conduct Policy - continued

### Verbal Abuse & Threats

Verbally abusing or threatening an opponent or staff member will result in immediate ejection of an individual/team for the contest in-question. Sportsmanship and conduct penalties will be applied at the discretion of administrative staff, pending situation review. Cases may be referred to the Dean of Students Office based on severity.

### Profane Language & Obscene Gestures

The use of profane language and/or obscene gestures directed toward teammates, opponents or staff member will result in immediate ejection of an individual/team for the contest in-question. Sportsmanship and conduct penalties will be applied at the discretion of administrative staff, pending situation review. Cases may be referred to the Dean of Students Office based on severity.

### IMLeagues and UW-W Rec Sports App/Online Chats

Interactive chat features are available online via IMLeagues and in the UW-W Rec Sports app. Sportsmanship and conduct policies are expected to be followed on these platforms. If it is found that any team or individual is violating conduct policies via these platforms, the incident will be treated the same as if it happened in-person at an activity.

This section of the policy also applies to an unsporting behavior that may occur in other campus facilities, at other campus events and/or off-campus in any capacity.

### Cheating/Manipulating Staff & Rules

Any individual or team that cheats, bribes or manipulates rules/policies/procedures in any manner will be automatically removed from Intramural Sports participation for at least the remainder of an activity's season. Cases may be referred to the Dean of Students Office based on severity.

### Team Names

Team names cannot violate sportsmanship and conduct policies. Repeat violations related to team names are subject to receiving referral to the Dean of Students Office.

### Use of Drugs & Alcohol

The use of any drugs, alcohol and/or other substances determined to be illegal under Federal or State of Wisconsin laws cannot be present and/or consumed during Intramural Sports events. Intramural Sports staff reserve the right to contact campus police in the event this policy is suspected to be/have been violated. Staff also reserve the right to deny participation to and/or notify campus police when participant appears to be under the influence of any substance at an intramural activity/event.

**NOTE:** Smoking of any kind (including vaping) is not permitted at any facility occupied by Intramural Sports, even if an activity is being played outdoors.

### Activity-Specific Enforcements

Some activities, by nature of their specific rulebooks, have specific enforcements related to how unsporting conduct is to be addressed. Contest officials and intramural staff have the final say in these instances, and unsporting conduct is expected to be documented by on-site supervisors. Intramural Sports will keep track of individual and team conduct history in the event misconduct is documented. Activity-specific conduct enforcements can be referenced in rulebooks, various Intramural Sports documents and on-site with supervisor staff. For questions or concerns related to activity-specific enforcements related to sportsmanship and conduct, please contact [imsports@uww.edu](mailto:imsports@uww.edu).

### Disqualifications & Ejections

An individual displaying repeated and/or severe poor sportsmanship is subject to contest ejection. Disqualification may result from an accumulation of too many fouls or penalties, as defined by activity-specific rules.

## UW-Whitewater Intramural Sports Sportsmanship & Conduct Policy - continued

Any individual ejected for unsporting behavior is required to vacate the playing surface and facility immediately and must meet with administrative staff in order for any reinstatement process to begin. The ejected individual will be considered ineligible for participation until eligibility is reinstated by administrative staff.

It is important to understand the difference between a disqualification and an ejection. For the purpose of Intramural Sports participation, these terms are defined as-follows:

- Disqualification – contest participation must immediately end as a result of accumulating too many common fouls and/or penalties. Subsequent intramural participation is not impacted and participant may stay in a designated team bench area for the remainder of the contest. Bench decorum must be followed (see Section 16 of this handbook)
- Ejection – contest participation must immediately end as a result of unsporting behavior, which may include an accumulation of too many unsporting fouls and/or penalties. Subsequent intramural participation is impacted and the participant is to vacate the facility immediately. Remaining in a designated team area is not permitted and team captains are responsible for ensuring the ejected player leaves in a timely manner

### Suspensions

Suspensions may be a result of receiving an ejection or being disqualified from a contest/event. Intramural Sports administrative staff will determine the length of a suspension, although any contest ejection automatically warrants a one-game suspension. Suspensions are to be served across all intramural activities in which the suspended individual currently participates (i.e. individual conduct is not restricted to the activity in-question). Forfeited or canceled contests will not count towards games served during a suspension. Suspensions and their affiliated lengths are subject to appeal. Suspensions may also be rendered in the event a team/individual accumulates too many unsporting penalties/notices in a given timeframe, applied at the discretion of administrative staff.

If a participant is frequently involved in conduct/sportsmanship-related incidents, administrative staff reserves the right to include the Dean of Students Office in disciplinary procedures and decisions.

### Reinstatements

Individuals who are ejected or disqualified for violating sportsmanship expectations must schedule a conduct review meeting with Intramural Sports administrative staff. Another Rec Sports representative (not directly affiliated with Intramural Sports) typically sits in on conduct review meetings with the intent to offer an unbiased and neutral perspective and to assist in rendering reinstatement decisions that consistently align with other Rec Sports programs and services.

Reinstatement will be considered either during or immediately following the conduct review meeting. Any pending suspension that may be assessed will not begin until this meeting is held and time/contests missed may not necessarily be retroactively considered.

**NOTE AND ADVISEMENT:** Everyone makes mistakes, and unsporting behavior tends to be a result of the heat of competition and making an impulse action. Conduct review meetings tend to yield the most favorable results when the individual(s) in-question:

- Show(s) remorse and accepts responsibility for being involved in an unfavorable situation
- Address(es) the situation and any coinciding communication professionally
- Is/are honest and does not fabricate any part of situation occurrences
- Treat(s) and refer(s) to staff members and opponents in a respectful manner (including any event of disagreement or if a situation correction is warranted)
- Can set aside differences and understand perspectives of others involved in the situation and agree to positively advocate for Intramural Sports participation and staff members

## UW-Whitewater Intramural Sports Sportsmanship & Conduct Policy - continued

### Team Sportsmanship Standing

Teams must remain in good standing with the Intramural Sports program as it relates to their general sportsmanship and conduct throughout the course of an activity's season. Individual misconduct also applies to team sportsmanship standing. All sportsmanship and conduct situations are documented by Intramural Sports administrative staff. If, at the discretion of administrative staff, a team does not maintain good sportsmanship and conduct standing, the team in question can be excluded from playoff consideration (even if other qualification standards are met) or remove from participation in general.

Administrative staff reserves the right to refer to archived sportsmanship and conduct situations when considering a team's standing in the event the team has the same captain and/or same/similar roster compositions from season-to-season. Same/similar roster compositions are defined as rosters with at least 50% returning members, but this definition may be applied differently at the discretion of administrative staff based on affiliated team participation timelines and/or levels of situation severity.

### UWS Chapter 17 & The Dean of Students Office

Intramural Sports and the [Dean of Students Office](#) collaboratively follow & enforce UW System Non-Academic Compliance and Disciplinary Procedures, as outlined in [Chapter UWS 17](#). All participants are expected to engage in conduct that is "good for the game" and follows the "spirit and intent" of the activity being played. This includes acting in a mature, ethical and professional manner at all times and respecting the rules staff members are asked to apply as part of their position description.

### Appeals

Teams (preferably captains) and individual participants are welcome to appeal any decisions rendered that may be related to sportsmanship and conduct. While an appeal is being reviewed, the eligibility of the individuals involved in the appeal will be considered on a case-by-case basis, based on the severity of the situation and campus personnel who may also be involved in external capacities. Continuing participation in Intramural Sports and general Recreation Sports programs and services may all come in to question and receive consideration during the appeal process.

### **BENCH DECORUM & SPECTATORS**

Any team player that is not actively participating in a contest is to be considered "bench personnel." All bench personnel are expected to adhere to "bench decorum" policies at all times, regardless of the situation present during a contest/event. More details and information are included in this section of the handbook, however, to put it simply, the best way to comply to bench decorum policies is to simply act in a sporting manner that is "good for game" and remain in your designated team area/bench when not actively participating in a contest permitted by activity-specific rule.

### Bench Decorum Defined

Bench decorum is defined as practicing appropriate/suitable treatment and sporting conduct while on the bench or in a designated team area. Decorum expectations also apply to team players participating on/in the playing surface area. Please be advised that given how certain facility spaces are utilized by Intramural Sports, spaces that are designated as "team benches" or "team areas" may have altered dimensions and/or locations and may also include the presence of additional personal items including (but not limited to) as backpacks, jackets and other clothing items.

Teams are expected to follow bench decorum policies regardless of the space available, which may vary from contest to contest. Individuals are also encouraged to use locker room facilities, when available, to secure personal items in an effort to increase the size of available space designated to each team. It is very possible one team may have more designated space available to them, however if that is the case, it is likely because of how teams place personal items. Intramural Sports will ensure each team is afforded equitable designated team spaces.

Intramural Sports takes bench decorum very seriously. Decorum policies play a large role in determining a team and/or individual's sportsmanship standing with the program. Violating decorum policies and expectations may also be considered violations of the UW-Whitewater Student Code of Conduct and [UW System Chapter 17](#) policies as they relate to Student Non-Academic Compliance.



## UW-Whitewater Intramural Sports Sportsmanship & Conduct Policy - continued

### Spectators & Affiliated Policies

Spectators are very much welcome to attend and can often play a fun/vital role in Intramural Sports operations and its environment. When attending Intramural Sports events, spectators are also expected to follow certain decorum policies. Spectators do not need to be on a team roster and do not need to check in with Intramural Sports staff. Spectators do, however, need to abide by Intramural Sports policies during periods of intramural activity.

Spectators ABSOLUTELY CANNOT:

- Sit or stand within the immediate confines of a team bench or designated area
- Physically enter a contest playing surface during period where a contest is considered “live” by activity-specific rule
- Throw/kick/project any physical object onto a playing surface or at any individual
- Simulate noises or actions related to contest facilitation (blowing whistles, using other noisemakers)
- Taunt or disrespectfully address/treat any participating players or other spectators
- Disrespectfully address any Intramural Sports staff members in any manner, both directly and indirectly
- Bring, consume or distribute any alcohol or prohibited substance(s)
- Play music or make noise that is determined to overpower a contest’s environment or violate public music streaming laws
- Disregard any UW-Whitewater facility or Student Code of Conduct policy
- Engage in any other activity determined to be inappropriate and/or unnecessary by any Rec Sports staff member

**NOTE:** Intramural Sports teams and participants who are not currently involved in active contests and watching other contests elsewhere at the site of competition are to be considered spectators. Individuals meeting these classification standards are expected to adhere to all spectator policies.

Aside from the basic act of attending an intramural event, bringing signs, additional friends/family members outside of UW-Whitewater campus community members and being positive advocates for individuals/teams are all absolutely permitted.

When spectators are clearly identifiable as being affiliated with a specific team or individual, the team captain is responsible for spectator conduct, whether the captain is actively participating in a contest or not. Because a team captain is responsible for spectators clearly affiliated with their team, spectator misconduct is subject to in-game penalties and team sportsmanship standing with the Intramural Sports program.

In some cases, spectators may not be known to a team or may not be clearly affiliated with a team/individual. No matter what the situation may be, when a request to cease certain behaviors/actions is made to a spectator or group spectators, all individuals involved in the request are expected to adhere to the request in a professional manner.

**NOTE:** Spectators must adhere to facility policies related to persons classified as a minor. Other than minors who have proper, approved participation documents filed with The Office of Recreation Sports & Facilities, persons under the age of 18 are subject to being asked to vacate a premises.

### Infractions & Penalties

Any persons found to be in violation of bench or general decorum are subject to immediate, retroactive and/or future penalty (or penalties) as determined appropriate by Intramural Sports administrative staff. When necessary, administrative staff reserves the right to include the UW-Whitewater Dean of Students Office and its staff on situations involving infractions/violations of decorum that are considered especially egregious and beyond the scope of basic practice/enforcement as outlined by activity-specific rulebooks.

## UW-Whitewater Intramural Sports Sportsmanship & Conduct Policy - continued

Common infractions/violations related to bench and other decorum that may result in penalties and/or referral to campus authorities/resources include, but are not limited to:

- Leaving a designated team area or bench. Some examples may include (but are not limited to):
  - Engaging in on-court behaviors (getting into faces of opponents, officials, interfering with contest action)
  - Leaving the site of competition in an unsporting or unapproved manner as outlined by activity-specific rules
  - Removing a uniform in an unsporting manner
  - Distracting contest staff
  - Questioning scorebooks without following activity-specific procedure to make appropriate inquiries
  - Stepping over boundary lines to interact with/talk at contest officials, opponents and teammates
  - A non-captain coming to the aid of a teammate in an inappropriate manner (see statement at the end of this section)
- Inappropriate language and other actions/behaviors directed to any staff member and opponent(s)
- Using language or references not socially acceptable/tolerated in public spaces given common public sense
- Simulating noises or actions related to contest facilitation by staff (i.e. blowing whistles, other noisemakers)
- Taunting any individual(s) in any manner
- Throwing equipment/other objects or items/treating items disrespectfully
- Engaging with spectators in unnecessary and/or unsporting manner

When other campus resources, such as the Dean of Student Office and Campus Police, are involved in situations where sportsmanship, decorum or conduct violations occur, Intramural Sports will defer to the decisions rendered and/or outcomes determined necessary by those resources, who are determined to be the subject matter experts in misconduct and whose actions/decisions supersede those made by representatives of The Office of Recreation Sports & Facilities.

### Statement on Team Camaraderie and Supporting Teammates

It is very common, in athletic settings, for teammates and friends to support one another and “have each other’s backs.” While Intramural Sports administration appreciates the intentions individuals may have to support and advocate for their teammates and friends, all participants MUST understand it is considered a severe violation of decorum for any bench personnel to leave a team bench or designated area for any reason without receiving authorization from an activity official or supervisor.

In the event of any altercations that may take place on the playing surface, bench personnel are expected to remain in their designated team area, trust their on-floor/court teammates and staff to address the situation in a professional, positive, sporting manner, and to refrain from engaging in/instigating additional misconduct with other contest personnel and/or spectators.

Leaving designated areas in these situations, when properly documented, will result in disciplinary action being taken by Intramural Sports and include automatic referrals to the Dean of Students Office.

In the event Intramural Sports staff must conduct an internal review of situations related to unsporting conduct and/or decorum violations, it is very likely a team captain will be contacted and asked to share information or knowledge of the situation. In the event the captain elects to keep information to themselves or to refrain from sharing names of individuals involved in a situation, Intramural Sports reserves the right to impose penalties on the captain. Outcomes and subsequent proceeding actions/situations may vary and are to be considered circumstantial.

## UW-Whitewater Intramural Sports

### Forfeit Policy

Participating in an intramural activity is a commitment. It is understood and respected that teams and/or individual participants may be unable to attend scheduled contests/events for various reasons. Teams are permitted to forfeit contests; however, staff asks all participants to understand forfeits present unfavorable experiences for opponents, staff, facility operations, possible other user groups and possibly even their own teammates. Please do your best to attend all contests/events in which your team is scheduled to participate. In return, staff promises to be as accommodating and as fair to all teams and individuals as possible.

### Forfeit Policy

Forfeits are very circumstantial. Situations will, however, be governed by the following guidelines:

**Types of Forfeits:** There are two (2) types of forfeits: administrative and on-site, and they are defined as follows:

**Administrative:** team notifies Intramural Sports of its intent to forfeit at least two (2) hours in-advance of a scheduled contest/event start time OR the team makes an effort to participate but fails to meet the minimum required of players necessary to start a contest by rule

**On-Site:** team does not show to the site of competition without providing proper notice (including being late)

### Forfeited Contest Result

Forfeited contests result in a win in standings for the offended team and a loss for the offending (i.e. forfeiting) team. No specific score will be recorded. Historic and/or repeated forfeit issues may be counted towards a team's sportsmanship/conduct standing with Intramural Sports.

### Game Time is Forfeit Time

It is recommended teams arrive at the site of competition AND have roster members solidified at least fifteen (15) minutes prior to the start of a scheduled contest. Any team failing to report to the site of competition by the scheduled start of competition is subject to immediate forfeiture. This applies for any contest/event, regardless of season status. Simply being at the site of competition does not mean a team is ready to play; participants must be checked in and approved by staff as well. Example: arriving for a 7:00 pm contest at 7:00 pm is not considered ready for play.

### Grace Period

If the scheduled opponent AND daily operations schedule allows, a ten-minute grace period may be permitted and teams may have some extra time to arrive and check in. If a grace period is applied, the contest result is NOT subject to protest. Administrative staff may apply rescheduling situations at their discretion, although this is very unlikely.

### Minimum Players

Teams must meet the activity-specific roster minimums and have the minimum number of players available in order to begin a contest. If minimums cannot be met, a forfeit will be assessed as the situation applies given the defined types of forfeits.

### Ineligible Players

If an ineligible player participates in a contest of any classification, the contest is subject to forfeiture. This rule is subject to protest, however the protest SHOULD be made during the contest following positive sportsmanship procedures (i.e. do not protest after your team loses just because your team lost. File the protest immediately, as it is considered protesting in poor taste if you wait). Protest situations made in poor taste will be reviewed, however a protesting team's sportsmanship standing with Intramural Sports could decrease.

It is possible contests can be retroactively forfeited if this rule is found to have been violated during a contest.

## UW-Whitewater Intramural Sports

### Forfeit Policy - continued

#### Double Forfeits

In the event both scheduled teams forfeit for any reason, a double forfeit shall be declared. Both teams will receive a loss along with applicable sportsmanship notices given their forfeit type. It is possible forfeit fees may apply in the event of a double forfeit.

#### Forfeit Fees

Due to the unfavorable impact forfeits have on the overall Intramural Sports experience, forfeit fees may apply to all types of forfeits. These fees are meant to encourage attendance and to confirm a team wishes to remain active within a specific activity.

**Individual/Dual Activities:** \$5.00 fee for administrative forfeits and \$10.00 fee for on-site forfeits

**Team Activities:** \$10.00 fee for administrative forfeits and \$20.00 fee for on-site forfeits

Fees are applied to a team via IMLeagues and the entire team will be suspended from the activity in-question until the fee is either paid or the deadline to pay the fee has passed (see "Team Drops" in this section of the handbook). Only one team member, which typically ends up being the captain, needs to pay the fee, which is payable online in IMLeagues via PayPal or in-person in Williams Center Room 100. Teams are responsible for deciding who will pay the forfeit fee. Payment of the forfeit fee is considered reinstatement and the team suspension should be automatically lifted. Payment also serves as confirmation that a team intends to remain active in an activity.

Fees are due before a team's next scheduled contest. It is recommended, when applicable, teams pay their forfeit fee at least 24 hours prior to their next scheduled contest in order to avoid possible confusion on contest status with a scheduled opponent.

Forfeit fees may apply to playoff contests, depending on the nature of an activity's bracket. Forfeit fees in all situations are applied at the discretion of administrative staff.

#### Notice of Forfeiture

If a team wins via forfeit, the team captain will be notified by Intramural Sports staff, as long as staff are made aware of the forfeit with enough notice to do so. If it is determined a team owes a forfeit fee, notice with instructions and applicable deadlines will be sent to all team members via an IMLeagues message. Teams may or may not be reminded of outstanding fees.

#### Team Drops

Failure to pay a forfeit fine by the established deadline may result in a team being dropped from remaining season operations, as Intramural Sports staff will operate under the impression failure to pay is indication a team no longer wishes to remain active in an activity's season. If a team accumulates more than one forfeit occurrence in a single activity season, the team will automatically be dropped. Team drop rules also apply to an activity's playoff operations, which carry over from regular season operations. In any instance of a team drop, teams will remain active in IMLeagues and all rostered members will still be held to the same eligibility rules as they apply to active players on other teams.

**NOTE:** Some teams may play more than one contest in a single activity day. A team may only be assessed one forfeit per day for fine assessment and team drop purposes, although all contests that were forfeited will be recorded as a loss.

## UW-Whitewater Intramural Sports

### Forfeit Policy - continued

#### Team Drops Following Registration

Plans change and the Intramural Sports staff understands not all teams can commit to an activity schedule once the team has been created/registered. However, all participants are asked to understand the impact team drops have on operations. Teams have a grace period from the time in which they initially register up until the time activity schedules are published to withdraw from participation with no penalty. Schedule publishing dates are typically published in IMLeagues.

In the event a team withdraws once an activity schedule is published, the team is subject to facing a drop fee, which will apply to the team captain. Drop fees are intended to be applied as-follows, but please note amounts and formats may change at the discretion of administrative staff and/or applicable Whitewater Student Government/campus committees:

	<u>Single/Dual Activities</u>	<u>Team Activities</u>
<b>First Occurrence (as assigned to captain)</b>	\$20.00	\$30.00
<b>Subsequent Occurrences</b>	\$25.00	\$40.00

Withdrawal/team drop fees will be applied and can be paid in the same exact manner as forfeit fines. Drop fees that go unpaid may result in revocation of certain Intramural Sports privileges, which will apply circumstantially under advisement of administrative staff and applicable governance groups.

Withdrawal/team drop fees may apply to any activity event that has at least two (2) contests remaining in its activity season (excluding postseasons for activities with regular seasons). Withdrawal/team drop fees will be applied to special events/single-day activities. Teams that are dropped are not eligible for postseason/playoff/championship consideration and will not be included in any postseason action unless approved by administrative staff.

Withdrawal notices can take many different forms and can be accepted/processed in many different ways at the discretion of administrative staff (including no-shows). This handbook may not outline each specific type of withdrawal instance, however please be advised administrative staff reserves the right to classify scenarios as withdrawals and assess applicable fees accordingly.

In the event a captain withdraws after the grace period three (3) or more times in an academic year, that captain is subject to facing an Intramural Sports suspension and mandatory reinstatement meeting with administrative staff. The intent behind this is not to be disciplinary in nature, but rather to work with the individual to learn how both parties can understand situations and better help each other to avoid future withdrawals and team concerns.

## UW-Whitewater Intramural Sports

### Protest Policy

#### Disputes & Protests

Any team member may dispute any component of their individual/team Intramural Sports experience. This includes sharing opinions, thoughts, suggestions and feedback as well as inquiring about any perceived inaccuracies. All applicable team captains must be involved in the reversal of a recorded result or rendered decision at the discretion of administrative staff (some circumstances may apply; especially if the situation in-question involves a decision that is clear and obvious).

Only team captains should be initiating protests. Protests must be related to:

- Participant or Team Eligibility
- Rule Interpretation and Application
- Scoring
- Sportsmanship/Conduct Standing
- Disciplinary Decision
- Recorded Result

#### Judgment

Officials' judgment is not subject to protest. Examples include, but are not limited to (complete/incomplete pass, foul/no foul, goal/no goal, etc.). It is understood officials' judgment may come in to question, however participants are expected to respect officials and their decisions at all times. In the event an officiating decision is clearly incorrect, supervisor and administrative staff have the authority to overrule the on-field/court decision, as long as the decision in-question was observed. Decisions may also be overruled if the opposing team acknowledges an error in judgment has been made. Judgment, in all cases, is to be considered final.

#### How to Protest

To officially file a protest, a team captain must either:

- Call the on-site supervisor over to the team bench area and clearly state the intent to protest mid-contest (i.e. as soon as the situation in-question occurs). This should be considered similar to a "review" in professional sports. The on-duty supervisor will record the current state of the contest and consult all necessary rules and resources available in an effort to render an immediate decision.
  - If the situation is upheld, the team in-question is to be charged a timeout or face the applicable penalties, as outlined by the activity-specific rules.
  - If the situation is overturned, the protesting team will not be charged a timeout and will not face any penalty. The contest will resume at its point of interruption with the corrected situation documented.
  - In the event the rendered decision is not accepted or if an outcome cannot be rendered in a timely manner, the contest will continue to its completion under protest. Administrative staff will review the protest. If the protest is upheld, the results of the contest will be recorded as indicated on the submitted scoresheet. If the protest is overturned, administrative staff will work with both teams and applicable staff to reschedule the contest to resume at the point of protest and the contest will be replayed as appropriate under activity-specific rules
- Notify administrative staff of the team's intent to protest, which may include [submitting an online protest form](#). This is to be done via email, phone or in-person. The notification must take place within 24 hours of the initial protest. All other protest procedures, as outlined above, will be applied as determined necessary by administrative staff

#### Protest Review & Decision

Administrative staff will review protests that are not resolved at the site of competition. Reviews will take precedence of most Intramural Sports business given time parameters that may exist. Once the protest review takes place, a decision will be rendered and all impacted parties will be notified of the decision. The rendered decision should include rule and/or handbook reference to serve as proof of how the situation applies and is to be considered final.

Any Intramural Sports staff member, both administrative and on-site, reserves the right to refuse a protest if the protest is made in an unprofessional/unsporting manner. Teams and individuals are expected to act professionally during and after times of protests. Administrative staff reserves the right to forgo all established general and activity-specific rules, policies and procedures in the event a protesting team and/or individual acts in an unprofessional/unsporting manner.



## UW-Whitewater Intramural Sports

### Table of Coinciding Sports

Members of current UW-Whitewater Intercollegiate Athletics teams are eligible for Intramural Sports activities, except for those activities corresponding with their varsity sport counterpart. The table for corresponding sports is displayed below.

<u>Intercollegiate Sport</u>	<u>Corresponding Activity *</u>
Baseball	Softball, Wiffleball
Basketball	All Basketball-related activities and tournaments
Bowling	None – note Warhawk Alley and the University Center may have participation policies
Cross Country	None
Football	Flag Football (indoor and outdoor)
Golf	All Golf-related activities and tournaments
Gymnastics	None
Soccer	Futsal, Soccer (indoor and outdoor)
Softball	Softball, Wiffleball
Swimming/Diving ^	Innertube Water Polo
Tennis	Badminton, Pickleball, Racquetball, Table Tennis, Tennis
Track & Field	None
Volleyball	CROSSNET, Sand Volleyball, Spikeball, Volleyball, Wallyball
Wheelchair Basketball ~	Wheelchair Basketball
Wrestling	None

*\* table is based on a schedule of traditional intramural activities and is subject to change at any time*

*^ swimming/diving athletes may not specifically play water polo, however their skills in the swimming pool are considered to put them at a significant advantage compared to any counterparts*

*~ wheelchair basketball is not considered a varsity/intercollegiate sport but athletes must still follow this rule*

Intercollegiate athletes are defined as any individual who is on the competitive team roster at any point during their collegiate career. This includes individuals who may not receive playing time and may be on a team roster for practice purposes. Final rulings for eligibility status reviews will be rendered by using team rosters as they are displayed (and made available to the general public) on the [UW-Whitewater Athletics website](#) (including archived rosters). If updated rosters are not available online, administrative staff will consult with the appropriate [Intercollegiate Athletics administrator and/or team coaching staff](#).

Athletes are ineligible for participation in their sport's corresponding intramural activity for the entire academic year in which they were rostered. This is even true in the even someone receives intercollegiate ineligibility status, no longer wishes to remain as part of the team in which they were rostered, and/or if they are removed from the team in which they were rostered for any reason. The reason this rule applies for the entire academic year is because of the amount of activity coaching, practice, competition, personal training/strength/conditioning coaching, athletic training support/medical care, health/wellness coaching and additional support services an individual may have access to compared to someone who may not have been rostered with a team reporting to Intercollegiate Athletics.

For the sake of this rule, the academic year is defined by the UW System approved [UW-Whitewater academic calendar](#). Dates are subject to change on an annual basis. Once an athlete is no longer on a roster that reports to Intercollegiate Athletics, they are eligible for intramural participation in that sport's corresponding intramural activity beginning with the fall semester of the following academic year.

## UW-Whitewater Intramural Sports Championship Shirt Limitations and Policies

The maximum number of shirts that can be distributed/awarded to a team at the time a team wins a championship.

<b><u>Activity (Shirt Number) *</u></b>	<b><u>Activity (Shirt Number) *</u></b>	<b><u>Activity (Shirt Number) *</u></b>
2v2 Basketball (max of 3 shirts)	Disc Golf, doubles (max of 3 shirts)	Racquetball, doubles (max of 3 shirts)
3v3 Basketball (max of 5 shirts)	Esports, singles (max of 1 shirt)	Sand Volleyball (max of 8 shirts)
3v3 Soccer (max of 5 shirts)	Esports, doubles (max of 3 shirts)	Soccer, indoor (max of 10 shirts)
4v4 Soccer (max of 6 shirts)	Fantasy Football (max of 1 shirt)	Soccer, outdoor (max of 12 shirts)
Badminton, singles (max of 1 shirt)	Flag Football, indoor (max of 8 shirts)	Softball (max of 15 shirts)
Badminton, doubles (max of 3 shirts)	Flag Football, outdoor (max of 12 shirts)	Spikeball (max of 3 shirts)
Bag Toss, singles (max of 1 shirt)	Floor Hockey (max of 10 shirts)	Tennis, singles (max of 1 shirt)
Bag Toss, doubles (max of 3 shirts)	Futsal (max of 8 shirts)	Tennis, doubles (max of 3 shirts)
Basketball (max of 10 shirts)	Golf, singles (max of 1 shirt)	Trivia Events, singles (max of 1 shirt)
Bracket Challenge (max of 1 shirt)	Golf, doubles (max of 3 shirts)	Trivia Events, doubles (max of 3 shirts)
College Bowl Pick 'Em (max of 1 shirt)	Innertube Water Polo (max of 12 shirts)	Ultimate Frisbee (max of 12 shirts)
CROSSNET, singles (max of 1 shirt)	Kickball (max of 10 shirts)	Volleyball (max of 8 shirts)
CROSSNET, doubles (max of 3 shirts)	Pickleball, singles (max of 1 shirt)	Wallyball (max of 8 shirts)
Dodgeball (max of 10 shirts)	Pickleball, doubles (max of 3 shirts)	Wiffleball (max of 10 shirts)
Disc Golf, singles (max of 1 shirt)	Racquetball, singles (max of 1 shirt)	Wheelchair Basketball (max of 10 shirts)

\* It is not a guarantee that all activities listed in this document will be available/offered during a given academic year.

Activities not listed on this form will have shirt limits established at the discretion of administrative staff. Shift limitations for events and tournament where Intramural Sports collaborates with campus partners will be determined via a joint effort between Intramural Sports personnel and each collaborating partner.

In order to be eligible to receive a championship shirt, a team member must be properly rostered AND must have played in at least two (2) team contests. Shirts may be distributed at the discretion of administrative staff and this portion of the T-Shirt policy may not apply to all circumstances. Administrative decisions related to awarding shirts are final and not subject to protest or appeal.

T-Shirts come in sizes ranging from S to 2XL. Shirts may be available for immediate pick up following the conclusion of a championship contest. In the event an individual wishes to exchange one size for another, they are permitted to do so as long as sizes remain in inventory. Sizes larger than 2XL may be made available upon request at the discretion of staff.

There is no cap on the number of shirts an individual may be awarded over the course of an academic year. In the event shirt supplies are running low, or if it is determined a shirt recipient has intentions to distribute shirts to other persons, priority will be given to an individual who has not yet received a shirt of their own. If an individual is repeatedly winning championships, administrative staff reserves the right to refrain from awarding shirts until it is assured all winners receive their prize.

In the event a team has more eligible members rostered compared to the shirt limit established by administrative staff, the team captain is responsible for selecting roster members, not to exceed the established number, who will receive shirts.

At the end of the current semester, team members who are eligible for, but did not receive a championship shirt, may inquire about shirt availability. Staff may not be able to confirm shirt availability until the end of an academic year.

In addition to receiving shirts, champions will have their pictures taken and posted to our "Wall of Champions" via social media outlets.