

XAVIER INTRAMURALS

Intramural Sports Handbook

Xavier University
Recreational Sports Department
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MISSION

Recreational Sports emphasizes belonging, leadership and wellbeing while providing the Xavier students and community with the finest programs, services, facilities and equipment with a goal to support and foster a lifelong appreciation of body, mind and spirit.

CORE VALUES

- Facilitate a living learning lab experience for leadership development and fostering an integrated learning climate, we strive to enhance student understanding of the benefits related to an educational setting outside the classroom.
- Work collaboratively to create an educational environment which motivates and inspires student learning and personal development.
- Foster student focused integrated learning through avenues of Employment, Sports Club involvement, Intramural Sports participation and Fitness Instruction.

PURPOSE OF HANDBOOK

The purpose of this handbook is to establish policies and procedures that govern participation of the Xavier University Intramural Sports program (XUIM). Please understand that it is the responsibility of each participant/team to understand and know these policies and procedures. Xavier University Intramural Sports Staff reserves the right to modify these policies and procedures at any time when necessary. Please contact the office if there are any questions, comments, or clarifications needed.

PARTICIPATION

Participation of the Xavier Intramural Sports program is completely voluntary. Participants should be aware that there is a risk of injury upon participation due to the inherent nature of the activities. These types of injuries may be severe or minor, caused by themselves or others. Each person participating assumes the risk for any harm or injuries occurred during participation. The XUIM staff will do their best as possible to try and ensure the safest environment for a participant to be in. However, Xavier University Intramural Sports, nor Xavier Recreational Sports, cannot assume responsibility for any injuries occurred during a game or practice for an intramural sport activity.

GENDER CHANGE REQUEST

Xavier University students, faculty, and staff are eligible to participate in Intramural Sports according to their self-identified gender. An assortment of leagues/divisions may be offered, including but not limited to, Coed, Men's, Women's, and Open. In circumstances of which a student, faculty, or staff member choose to identify as a gender of which they are not currently classified in under IMLEAGUES.COM, there is a process of how to update this information.

1. Navigate to IMLeagues.com on a desktop
2. Click where your name is in the top right corner.
3. Click "Account"
4. Click "I Participate As"
5. Click "Change"
6. Click the drop down where it will say "Man" or "Woman"
7. If "Non-Binary" is selected, you will then be prompted to enter if you prefer to play with Men or Women.
8. Update the information as desired.
9. Click "Request Change"

REGISTRATION

All teams are to register on IMLeagues.com. **All players must pay an individual Pay-to-Play Semester Fee to be eligible to participate.** (Instructions are at www.xavier.edu/recsports)

To create an IMLeagues account:

Note: IMLeagues offers a live support button in the bottom right corner of all pages, consider using this button if you encounter any difficulties.

1. Go to <http://www.imleagues.com/Schools/Xavier/Registration> OR Go to www.IMLeagues.com and click Create Account.
2. Enter your information, and use your Xavier University email (@Xavier.edu) and submit.
3. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.

How to sign up for an intramural sport:

1. Log in to your IMLeagues.com account.
2. Click the Create/Join Team button at the top right of your User Homepage page OR Click on the "Xavier University" link to go to your school's homepage on IMLeagues.
3. The current sports will be displayed, click on the sport you wish to join.



4. Choose the league you wish to play in (Men's A, Men's B, Women, etc.) 5. Choose the division you'd like to play in (Monday 5PM, Tuesday 5PM, etc.) 6. You can join the sport one of three ways:

- a. Create a team (For team captains):

- i. Captains can invite members to their team by clicking the "Invite Members" link on the team page. Any invited members must accept the invitation to be joined to your team.

1. If they've already registered on IMLeagues: search for their name, and invite them.

2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.

- b. Join a team:

- . Accepting a request from the captain to join his team.

- i. Finding the team and captain name on division/league page and requesting to join.

- ii. Going to the captain's player card page, viewing his team, and requesting to join.

- c. Join as a Free Agent:

- . You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team. The XUIM staff will try and assist you in joining a team, however, this is not guaranteed.

CAPTAIN'S QUIZ

As of Fall 2023, Captain's Meetings will not be held. In place, each team captain will have to complete a short quiz that demonstrates basic knowledge of IM rules and policies. This quiz will be sent out the morning after registration closes, and must be completed within 24 hours to guarantee participation in the league.

Pay to Play Semester Fee

Each participant of the Intramural Sports program must be the semester fee. Currently, this pay to play semester fee is \$30. This payment of \$30 includes any and all registration for any Intramural Sports event for the semester. A participant that only wishes to participate in one sport, must still complete the pay to play semester fee. No refunds will be given after this payment is completed, as it includes registration of all sports throughout the semester. A refund may be requested on a case by case basis.

CAPTAIN RESPONSIBILITIES



1. Register the team on IMLeagues
2. Attend the Captains Meeting or have a representative attend
3. Invite teammates to the team, and have the minimum number of players needed on the roster by season start date
4. Review IM Handbook and Sport Rules, know forfeit policy, etc.
5. Serve as the team's spokesperson. Protests may only be initiated by team captain
6. Communicate efficiently with the XUIM Staff
7. Assist in identifying teammates who may be involved in incidents/ejections
8. Inform ejected teammates of procedures for reinstatement

INTRAMURAL SPORTS ELIGIBILITY

Participation is limited to current student, faculty, and staff members of Xavier University.

All participants must comply with all rules, regulations, and policies established by XUIM. Eligibility will end with withdrawal from Xavier University, termination of employment, failure to comply with rules and regulations, or failure to uphold standards of our sportsmanship guidelines. Intramural sports provide equal opportunity to all participants.

1. Students may participate on one same gender team, and one coed team for each sport offering. Example, a student may not participate on two different coed teams within a sport specific league. A student may play in a Men's division and a coed.
2. Participants must check in to each game, using their XU ID/All Card. No other form of ID will be accepted during check in procedures. Each participant must use their own XU ID to check in, and use of a different person's XU ID will result in disciplinary action from XUIM. Each participant MUST be on the IMLeagues roster prior to participating.
3. Club Sports Athletes: No more than two club sport players may play on any one intramural team of the same or similar sport.
 - Club Baseball – Intramural Softball
 - Club Volleyball – Intramural Volleyball
 - Club Soccer – Intramural Soccer
 - Basketball – Intramural Basketball
 - Club Rugby – Flag Football

XUIM reserves the right to update this as other club teams are created

5. If an ineligible participant participates in an Intramural Sports game, that game will be deemed a forfeit.

6. **NOMAD RULE:** Players may play on more than one team during the regular season in the respective leagues they qualify for or choose to play in. Upon joining subsequent teams, that player will be marked on the roster with (NOMAD) next to their name. During the regular season all (NOMAD) players are eligible to play.
- a **POSTSEASON:** Once Tournament or Post-Season play begins, all NOMADS must choose one (1) team to play with in each respective league (Mens, Coed, Womens) during the playoffs. The selected team **does not** have to be the original team the player signed up for.
 - b Once a NOMAD signs into a tournament game for one team, they are tied to that team. The instant a NOMAD player signs in for a second team during the postseason, that team will forfeit the contest due to an ineligible player
 - i This rule may be enforced after the fact if it is brought to the attention of the XUIM staff prior to the next round of games
 - c It is the responsibility of the captains of the teams to know if a NOMAD is electing to play for their team or not.

Varsity Athletes and Coaches

Any student or coach who is a candidate for a varsity sport, who practices with the team, or is on the reserve squad (including red shirts/transfer students) is not allowed to participate in the same or similar intramural sport until 1 full academic year has elapsed from his or her removal from the team roster.

Example: If a player participates on a Varsity football team for the 2021/2022 year, they would not be able to participate in Intramural Flag Football until the 2023/2024 academic year.

*If a player is in question, the team captain should reach out to the XUIM office staff.

Professional Athletes

For intramural purposes a professional athlete is defined as:

1. An individual who has received pay for playing, including appearance money
2. Is recognized by the sport's governing body as a professional.

An athlete that is deemed a professional may not participate in the Intramural related specific sport, up until a 5-year (academic years) period has elapsed since their last appearance as a professional.

Team Names

The Xavier University Recreational Sports office staff reserves the right to change a Team Name if it is duplicated or deemed inappropriate. If you are unsure if a team name is appropriate or not, is probably is not.

EQUIPMENT AND TEAM APPAREAL

- i. No player shall be allowed to wear jewelry while participating in Intramural Sports. This may include, but not be limited to, necklaces, bracelets, earrings, rings, watches, billed hats, and other dangerous material deemed by XUIM Staff.
- ii. All intramural teams must meet uniform requirements (see sport specific rules)
- iii. If a student is renting equipment from Recreational Sports, the student has responsibility of this equipment throughout the rental (condition of item, returning it on time, etc.)
- iv. Participants must wear athletic shoes for all Intramural Sport activity. (No Sperry's, sandals, etc.)
 - a Exception: participants may play sand volleyball in bear feet
 - b Metal spikes are never allowed for any sport
- v. In sports where equipment is provided, each team must use the provided equipment and cannot replace with the use of personal equipment.
- vi. Participants must cover any exposed scabs or wounds with bandages or clothes to prevent the spread of infections. It is not the responsibility of XUIM to provide bandages.
- vii. Casts and braces must be padded and deemed secure
- viii. Sport specific rules will apply to Equipment and Team Apparel policies.

HEAD INJURY & BLOOD POLICY

In the instance a participant is exhibiting any signs or symptoms of a concussion as a result of a head injury sustained during intramural play, he or she will be removed from the activity. The participant will be directed to be evaluated by a licensed medical professional. The participant that exits a game due to a head injury, will not be allowed to re-enter to that contest. The participant will also not be allowed to participate in the next scheduled event without a medical release document from a licensed medical professional.

In the event a participant is observed bleeding, the participant must exit the game. Entrance back into the game may not happen until the bleeding has stopped, the wound is covered, and

the uniform is inspected by a member of the XUIM staff that there is no blood present on the equipment/clothing/skin.

DEFAULTS AND FORFEITS

A default provides a team with an opportunity to cancel a game for a loss and not be assessed a forfeit. A team is limited to one default per sport, per season. A team captain must notify XUIM office staff by 2:00PM the day of the game. Teams defaulting Sunday contests must notify the Intramural Office by 2:00PM on the Friday before. If this timeframe is not met, the game will be declared a forfeit.

A forfeit is declared when a team or individual fails to appear or is not prepared to begin play with the minimum number of players 5 minutes after the scheduled game time. A double forfeit is declared when both teams or individuals fail to appear or are not prepared to begin play with the minimum number of players 5 minutes after the scheduled game time. If a team forfeits more than once within the same sport league, the team will be dropped from the league/tournament.

Repeated display of “poor sportsmanship” (players from the same team repeatedly receiving technical fouls/unsportsmanlike conduct penalties) may result in the game being ended early and with a forfeit, and possible referral to Student Conduct.

GAME CANCELLATIONS

Intramural Sport activities are subject to cancellation due to unsafe conditions. This could be due to weather conditions, field conditions, or other unforeseen circumstances that may occur during indoor or outdoor events. The intramural staff will always make the decision on cancellation of a game. Teams should always assume a game is planned to start on time, unless they hear official notification from XUIM staff or through IMLeagues messages. Team captains cannot decide to cancel a game. IMLeagues will always show the most up to date information.

1. In the event of inclement weather, XUIM staff will make an official decision regarding the night's games by 3:00PM, **IF POSSIBLE**. After 3:00PM, the on-site staff will determine cancellations.
2. When lightning or thunder is present, a delay of 30 minutes will take place. This 30-minute timer will start each time lightning or thunder is seen or heard by an XUIM staff member.
3. In the event a game is in progress and is delayed by weather, the sport specific rules will take place on if the game is deemed completed or not – if they game is unable to restart 4. If a

game has started and is canceled by unsafe conditions, the game will be replayed (if facility schedule allows) at the beginning with no score.

5. All reschedules will be completed during the next business day. Regular season games will have every effort to be rescheduled, however, if facility space does not allow for a reschedule this may take effect. Always remember to check IMLeagues for the most up to date information.

SPORT SCHEDULES

Regular Season Schedules: All schedules will be posted on IMLeagues. Captains will be notified when the schedules are published. After each played game, it is the captain's responsibility to check and ensure the score was accurately inputted into the system.

Playoff Schedules: Playoff Brackets will be inputted into IMLeagues. Captains should always look ahead in the bracket and see when upcoming games would be played, as there are times that a team may have multiple games in a single day. **Playoff games will likely be on different days than a team's regular season games**

Single/Double Elimination Tournaments: Tournament brackets will be posted on IMLeagues. Captains should always look ahead in the bracket and see when upcoming games would be played, as there are times that a team may have multiple games in a single day.

In the event a scheduled game is altered for any reason, the team captain will be notified.

Levels of Competition: For some sports, there may be multiple levels of competition such as Competitive (D1) and Recreational (D2).

Competitive (D1): (ex. Men's Competitive Basketball) denotes the highest level of competition and is designed for teams whose primary objective is to win games. Players in this league generally have played high school varsity sports and remain active in that sport.

Recreational (D2): (ex. Men's Recreational Basketball) denotes the social level of competition and is designed for teams whose primary objective is to stay competitive while enjoying the social and fun aspects of sport.

The Intramural Sports staff has the right to move teams up or down a level at any time

PLAYOFF ELIGIBILITY

In order for a team to be eligible for playoffs, the team must have at least a 2.0 sportsmanship average. They must also have been represented at the sport specific captain's meeting, if held

and was mandated for the sport. All teams with a record of .500 or higher will qualify for the playoffs (if met other criteria). Some sports may include all teams in the playoffs if they completed the captain's meeting requirement and sportsmanship requirement. All playoff brackets will be scheduled and created based on facility space.

Seeding will be based on 1. Win-Loss Record 2. Sportsmanship Rating 3. Head-to-Head record 4. Point Differential 5. Coin Toss

PROTESTS

Rule Interpretation

To protest rule interpretation, the team captain must immediately notify an official when the incident occurs. If a captain fails to notify an official of his/her intent to protest before play continues, then the team forfeits its right to lodge a protest on that situation. Upon notification, the official will suspend play so the Intramural Manager can be brought to the game site to make a ruling prior to the continuation of play. A game shall not resume until a decision has been rendered. The decision of the Intramural Sports Manager is final. **An official's judgment call cannot be protested.**

Player Eligibility

If it is believed that a player has violated any eligibility rule, a team captain may fill out an incident report with the Intramural Manager detailing what player's eligibility is being questioned. The Assistant Director of Intramural Sports will investigate and rule on the player's eligibility. If the captain is correct, appropriate action against the player in question will be taken.

Player eligibility protests must be filed by the end of the day of the game in question.

PARTICIPANT CONDUCT

Participants and spectators that choose to practice unsportsmanlike behavior before, during, or after a contest, directed toward a participant, official, or staff member may be ejected from that contest. A sport official or any XUIM staff member may administer an ejection. Examples may include foul/abusive/insulting language, disrespect toward an XUIM staff member, flagrant actions toward someone else, fighting or inciting a fight. An ejection automatically brings down that team's sportsmanship rating at least 1 point for that game.

- i. Any ejected person must leave the playing area and its immediate surroundings. Failure to follow this instruction may result in a forfeit of the game for that player's team.
- ii. Any person that is ejected will have an automatic suspension until reinstated by the Assistant Director of Intramural Sports. This may span between a one game suspension to a lifetime suspension.
- iii. Any person that willfully causes destruction or damage of equipment belonging to Xavier

University shall be held responsible for all subsequent damages and costs of replacement
iv. All participants shall use only inclusive language while attending, participating, and/or spectating an Intramural Sports event.

- v. Abuse of Intramural Staff - Any player, coach, or spectator who verbally threatens, strikes, or physically abuses any intramural staff member or official will be immediately suspended from all participation for a minimum period of one year. Such actions will result in the
in the immediate intervention of the XU Police Department, possible criminal charges, and the case will be sent to the Office of Student Conduct for review. Please be aware that any and all types of written, verbal and/or physical abuse toward any staff member of Intramural Sports will not be tolerated under any circumstances.

1. Foul, abusive, degrading and/or threatening language used in comments or posts that target an individual via a social internet platform will not be tolerated.

- vi. Tobacco, Alcoholic beverages, and controlled substances are prohibited at all intramural sport contests. Individuals who appear to be under the influence will be removed from the activity/facility.

Ejection Reinstatement Policy

To be reinstated all ejected players must have requested in writing (email) reinstatement of intramural privileges within 1 week (7 days) of the ejection. Failure to send the reinstatement email/letter and make an appointment within that time will result in an additional 3 weeks (active) suspension in addition to his/her punishment for the ejection. No individual may participate and/or spectate any intramural activity during his/her suspension. This reinstatement letter should be sent directly to the Assistant Director of Intramural Sports via email.

Items to include in the email/letter requesting reinstatement:

1. Outline of events surrounding the ejection
2. List Days/Times that you are available to meet

Even if it is the last contest for their team, the ejected person's suspension will continue for all Intramural activities until the person meets with the Graduate Assistants/Director of Intramural Sports.

Intramural Sports Champions

Intramural Sports Champions Championship t-shirts will be awarded to the team(s) or individuals that win the overall championship (for each league of play – ex. men's, women's, co-rec) in each intramural sports event. The t-shirts will be handed out at the site the night of the championship contest. The number of awards available is limited and based upon the

roster requirements for each sport and varies accordingly; no guarantees for appropriate sizes will be made. There is also no guarantee that inventory will be replenished shall quantities run out. **Players must be on the winning roster in order to receive a shirt.**

XAVIER INTRAMURAL SPORTS OFFICIALS

The success of the Xavier Intramural Sports Program is contingent upon the quality of its sports officials and participants. Intramural Sports contests are officiated by Xavier University students. They are not professionals and are paid modestly for the service they perform. They deserve and expect your cooperation, respect, and sportsmanlike behavior. Xavier Student Employees are trained to perform these jobs, and we expect them to officiate to the best of their ability.

If a Xavier student is ever interested in becoming a sports official for Xavier Intramurals, please reach out to Josh Knull (knullj@xavier.edu). Officiating is a fun, active campus job where you get to be around sports, learn important skills, and have opportunities to advance to higher levels.

SPORTSMANSHIP

Sportsmanship is vital to the success of each and every program we offer to the university community. In order to encourage proper conduct before, during and after a scheduled contest, the Intramural Sports Department has developed a rating system. The rating procedure is as follows:

Acceptable Rating (3)

The team exhibits respect and cooperation and sporting behavior towards all sport programs staff, teammates, and opponents. The team has no issues or minor disagreements with the judgement of the officials. Captain demonstrates control over spectators, teammates, and him/herself.

Average Rating (2)

The team exhibits some respect and cooperation towards all sports programs staff, teammates, and opponents. The team has several minor disagreements with the judgement of the officials. Captain demonstrates mild or little control over spectators, teammates, and him/herself. Teams receiving one unsportsmanlike penalty fall into this category as well.

Unacceptable Rating (1)

The team does not exhibit respect and cooperation with unsporting behavior towards any sport programs staff, teammates, and opponents. The team displays issues and disagreements with

officials. Captain demonstrates no control over spectators, teammates, and him/herself. Teams receiving more than one unsportsmanlike penalty fall into this category as well.

The Xavier University Intramural Sports Staff reserves the right to modify these policies and procedures at any time when necessary. Please contact the office if there are any questions, comments, or clarifications needed.

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