# SWOSU Intramural Sports 2024-2025 Handbook

**Mission Statement:**

The Campus Recreation Intramural Sports component strives to provide a variety of opportunities that contribute to and promote the six dimensions of wellness, physical, emotional, social, spiritual, intellectual, and environmental. We are dedicated to making Intramural Sports a part of campus life. Our goal is to continuously create and provide a competitive, safe, and enjoyable atmosphere that encourages civility, teamwork, and leadership development, as well as a lifelong pattern of positive recreational activity regardless of physical ability.

**Vision:**

For every student to know the benefits of a healthy lifestyle.

## Program Overview

The goal of the SWOSU Intramural Sports Program is to provide the Southwestern Oklahoma State University community with opportunities to engage and interact in a fair, safe, recreational sports program at a wide range of skill levels.
The intramural program offers a variety of different sport activities throughout the academic year with hundreds of participants annually. The Intramural Sports Department is also committed to promoting the development of leadership qualities in students. Student employment opportunities include officiating, supervising, scorekeeping, equipment managing, and office administration.

Our ability to offer a diverse program affords students the opportunity to understand different sport cultures and styles of competition. It is the hope of the intramural sports staff that their dedication to the overall development of students will assist in fostering the student's commitment to recreation and pave the way for a healthy lifestyle long after their time at Southwestern Oklahoma State University.

Intramural Sports Values:

- Excellent Customer Experiences
- Commitment to Lifelong Health and Wellness
- Personal Development Opportunities
- Enthusiastic University Collaborations
- Enrichment Through Diversity

**INTRAMURAL SPORTS 2023-2024 POLICIES AND PROCEDURES**

Department of Intramural Sports defines a student as any individual who is currently enrolled at Southwestern Oklahoma State University and is registered with the university registrar.

To participate in any SWOSU intramural activity, all participants must show a valid SWOSU issued photograph identification card. A SWOSU identification card must include the following information and be clearly visible to be considered valid: the individual's name, photograph, and identification/student number. Identification cards that do not have one or more of these requirements will not be accepted and the individual will not be allowed to play.

Misuse of an identification card (borrowing, lending, counterfeiting, altering, etc) is a violation of the SWOSU Student Code of Conduct. The identification card will be confiscated and the individual attempting to use the card will be ineligible to participate. If the card belongs to another student, that student must meet with a professional staff member in order to regain possession of their identification card. This misuse of an identification card will also count as an automatic *ejection* towards the team, thus lowering their sportsmanship rating to a "C." If two players attempt to misuse an identification card, the game will result in a forfeit. Please note that any player who attempts to sign in with another individual's ID will be suspended for the remainder of the semester from ALL intramural sports. The suspension may extend into the following semester depending on when the incident occurs.

Teams found to have participants not following the above eligibility policies may have their games forfeited to their opponent regardless of the actual outcome. The participants in question may be suspended from that specific team or all intramural activities for any length of time deemed appropriate. Participation is defined as the individual's name appearing on the roster, signing the Release of All Claims Form, and/or stepping onto the field of play for any period of time during game play. The Intramural Office reserves the right to investigate the eligibility of any participant at any time. It is not necessary for a team to file a formal protest in order for a player to be ruled ineligible.

**NOTE:** Captains that believe the opposing team has ineligible players are highly encouraged to file a formal protest. Your help in making our intramural programs as fair as possible is much appreciated, and your formal protest assists the intramural staff in providing you a fair and safe opportunity.

## Captain's Responsibilities

### Article 1: Team Captain

When registering for a team sport, a captain must be designated to the intramural staff. This person will be the main contact between the Intramural Office and the team.

### Article 2: Responsibilities

The team captain is a vital link between the individuals participating in a sport and the intramural staff. For this reason, any person assuming the role of a team captain has a number of responsibilities he or she is obligated to. The captain is responsible for:

- Knowing that all members of your team are eligible to play in an intramural contest. This not only includes whether they are a student at SWOSU, but also having full knowledge that each member is playing on a legal number of teams.
- Informing all players of the game time and location, including checking the playoff schedules the first day of posting and every day following competition.
- Requiring all members of their team to present a valid SWOSU ID prior to the start of every game. IDs are required at all intramural events and must be presented each time an individual plans to participate in an event.
- Representing each member of their team and being the only participant to discuss rule interpretations and calls with game officials.
- Filing all protests, officials' evaluations, etc., with the intramural staff on time.
- Knowing all scheduled meetings, rules, policies, and procedures of the Intramural Sports Department and passing this information along to all team members.
- Assisting the intramural staff with the implementation of the sportsmanship policy to all team members.
- Arriving at the game site at least 10 minutes prior to the start of every contest to be sure the team roster is recorded on the scorecard and that any necessary equipment is checked out.
- Communicating with the Intramural Office throughout the season about any problems or concerns that may be occurring at the site. This includes frequently checking and responding to any e-mails sent by the Intramural Staff.
- Turning in team conflict sheets reflecting any scheduling problems for the members of your team.
- Cooperating with the Intramural Supervisors at the game site concerning any protests, incidents, or accidents that may occur as well as with the Intramural Sports staff the day following such occurrences.

### Article 3: Mandatory Captain's Meeting

At the beginning of each season, the Intramural Sports Department will conduct a captain's meeting for each team sport. This meeting will take place at the Wellness Center on campus. Vital information, rules, and policies will be explained in this meeting in addition to receiving game schedules. A representative of the team must take

the team captain's quiz online via imleagues.com and/or attend this meeting or risk losing their spot to a wait-listed team. While the team captain is the preferred representative, anyone may represent the team at this meeting.

**Article 4: Inclement Weather Situations**
Intramural activities are subject to cancelation due to poor weather and/or field conditions. The decision to cancel games will not be relayed to the intramural staff until 5 p.m. In the event of inclement weather (rain, snow, etc.), email will be used as the means of indicating whether any or all the events for that day have been canceled. It is the responsibility of each team to check their emails. Intramural sports will not call participants to inform them that games are canceled due to weather. Game status will not be given out over the Intramural Office phone; you must check the team captain's email.

**Article 5: Team Evaluation of Officials**
Teams are always afforded the chance to evaluate the officiating crew after each contest/event. Captains may find an intramural supervisor after their contest/event to fill out the appropriate form. These evaluations will be reviewed by a professional staff member and used as a learning tool for our officials. Please take time to evaluate performance that you consider excellent, bad, or anywhere in between.

**Article 6: Rules and Eligibility Protests**
All protests must be filed at the time of the incident in question by the team captain. Sports may have a specific set of rules regarding when a protest may be filed.

## Participant Responsibilities

**Article 1: Responsibilities**
The intramural staff is proud to offer a wide variety of activities for the SWOSU community. However, each person who decides to participate in an intramural event assumes responsibilities as an individual participant. Participants are responsible for:

- Knowing their team's game time and location.
- Signing the Release of All Claims Form prior to any participation.
- Arriving at the site at least 10 minutes prior to the start of every contest to make sure that his or her name is properly recorded on the scorecard.
- Bringing a valid SWOSU ID to all intramural competitions. IDs are required at all intramural events and must be presented each time an individual plans to participate in an event.

- Being familiar with all rules, schedules, policies, and procedures including the sportsmanship and eligibility policies of the Intramural Sports Department.
- Cooperating before, during, and after competition with the intramural staff on site.

**Article 2: Participant Safety and Injuries**

The possibility of injury exists in all sports. The SWOSU Department of Recreational Sports/Intramural Sports assumes no responsibility for injuries. However, basic first aid will be available at game sites. All participants acknowledge an assumption of risk by their voluntary participation in intramural activities. All participants must sign the Release of All Claims Form prior to participating in any intramural activity.

When a participant is observed bleeding, having an open wound, or having blood on his or her uniform, the player will be directed to leave the game. The injured player may not return to the game until the bleeding has stopped, the open wound covered, and/or the bloody uniform is changed. The game may continue play without the injured player at the discretion of the intramural staff.

Knee braces made of hard unyielding material are illegal unless covered with at least ½ inch of closed-cell, slow recovery rubber or other material of the same minimum thickness and having similar physical properties (such as the Lenox Hill Sport Sleeve or Neoprene Sleeve). Sports may have specific rules regarding other medical equipment.

## Roster Information

**Article 1: Requirements**

A valid roster must have:

- The minimum number of players required to begin a game as specified by the specific sport's rules.
- Legible names, student ID numbers, and e-mail for each participant on the roster.

If an individual's name, ID number, or photograph are indecipherable or faded out on their Southwestern Oklahoma State University ID, that individual will not be added to the team's roster.

**Article 2: Roster Additions**

Additions to rosters may be made only during the regular season. No additions will be accepted during the playoffs. Additions are made by participants at the intramural game sites during the regular season by showing a valid Southwestern Oklahoma

State University ID and signing the Release of All Claims Form. By adding to the roster, participants acknowledge that they are eligible to play for that team and assume all responsibility for any actions taken by the Intramural Staff if you are found to be ineligible.

**NOTE:** The Intramural Sports Department will review situations on a case-by-case basis if a team requests to add players after the regular season. Only extremely unusual circumstances will be considered. This needs to be done by contacting the Intramural Coordinator or Intramural Director in charge of the sport a minimum of 24 hours prior to the game in question.

The Intramural Sports Department reserves the right to investigate the eligibility of teams and players. These investigations may result in forfeiture, probation and/or suspension. Teams must follow the eligibility requirements stated in this handbook and reviewed during the captain's meetings.

## Defaults and Forfeits

### Article 1: Default

Any team knowing in advance that they will be unable to play a regularly scheduled contest is provided the opportunity to default the contest. This will result in the team receiving a loss and "A" sportsmanship rating for the contest. To receive a default, the captain must call the Intramural Office by 3 p.m. 580-774-3776 on the day of the contest with their request. The Intramural Office will then contact the opposing team to let them know they do not need to arrive for their scheduled contest.

A team is allowed one default per sport per season. Any request after the first default will be counted as a forfeit.

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

### Article 2: Forfeit

A forfeited game will be marked as a forfeit in the team standings and the team will receive an "F" sportsmanship rating for the contest. There are three situations that will result in a forfeit:

- Not Enough Players – Team does not have the required number of players to participate at game time. **Game time is forfeit time!**
- Eligibility – One or more of the players participating is ineligible and therefore may not participate. Ineligibility may be due to the player being a roster violator, being previously ejected, ruled ineligible for sportsmanship-related issues, etc.
- Sportsmanship - Game is ended by staff for sportsmanship-related.

issues.

**Article 3: Game Time**
**10 minutes after game time is a forfeit** for all games. Each sport has a different forfeit policy and penalty for being late. A team who is 5 minutes late will automatically be dropped to a "B" sportsmanship rating. Failure to arrive and check-in 10 min late of game time will result in the intramural supervisor declaring the game forfeited. If both teams fail to appear, a double forfeit will be declared; the game will not be rescheduled. Each sport requires a specific number of participants to begin a game. It is the captain's responsibility to be at the game site on time with the minimum number of players required to play.

**All Intramural players should look by 12 PM to see a finalized game time schedule. It is the participant's responsibility to know their team's game time.**

**Article 4: Winning by Default or Forfeit**
If the opposing team has defaulted or forfeited, the winning team will receive an "A" sportsmanship rating and the contest will be marked as a win in the team standings. Winning teams and teams losing by forfeit are still allowed to add players to their roster at the game site even without playing. Any team choosing to default will not be allowed to add players to their roster for that game.

## Sportsmanship

**Article 1: Captains**
The team captain is responsible for the actions of his or her team and their spectators. Additionally, the captain will ensure that his or her team is familiar with the rules of play and intramural policies and procedures contained in this handbook. Sportsmanship is a vital component for success in every intramural contest. Participants and spectators are expected to always display good sportsmanship toward opponents and the intramural staff.

**Article 2: Unsportsmanlike Conduct**
Participants and spectators shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to, arguments with staff, flagrant fouling, fighting, etc. before, during or after a contest.
No player or team shall:

- Use of foul or derogatory language, threaten, or verbally abuse any other participant or intramural employee before, during or after the game.
- Participate in a game for which he or she is ineligible.
- Argue or talk back to the intramural staff. Only the captain should address an official and only if done so in a courteous manner.
- Intentionally strike, push, trip, or flagrantly foul another participant, spectator, or Intramural Sports employee.

- Mistreat the facility, equipment or supplies of Southwestern Oklahoma State University and/or the Department of Intramural Sports.
- Attempt to sign in using another person's SWOSU, or personal and privileged information.

**Article 3: Individual Sportsmanship - Definitions**

Any participant displaying unsportsmanlike conduct will be issued either a conduct warning or ejection by the game officials or intramural supervisors. These conduct warnings or ejections are classified differently in each sport. The following are examples:

Soccer

- One Conduct Yellow Card – Conduct Warning
- Two Yellow Cards or One Red Card – Ejection

Basketball

- One Conduct Technical Foul – Conduct Warning
- Two Technical Fouls or One Flagrant Foul – Ejection

Flag Football

- One Unsportsmanlike Conduct Penalty – Conduct Warning
- Two Unsportsmanlike Conduct Penalties – Ejection

Sports Without Levels of Sportsmanship Penalties

- Verbal Warning Resulting in Incident Report – Conduct Warning
- Ejection of Participant With/out Warning – Ejection

**Team Sportsmanship Rating System**

The Intramural Sports Department has developed the Sportsmanship Rating System with the purpose of making each individual participant responsible for his or her actions while participating in any intramural event. The rating system is like a GPA system and based on the following criteria:

"A" - Excellent Conduct and Sportsmanship: Players cooperate fully with the officials and opposing team members. If necessary, the captain converses calmly with officials about rule interpretations and calls. (4 Points)

"B" - Average Conduct and Sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissension which may or may not merit a conduct warning. Teams that receive one conduct warning will receive no higher than a "B" rating. (3 Points)

"C" – Poor Conduct and Sportsmanship: Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines. The team captain

exhibits little or no control over teammates or him/herself. Teams that receive one ejection or two conduct warnings will receive no higher than a “C” rating. (2 Points)

"D" - Deplorable Conduct and Sportsmanship: Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits little or no control over teammates or him/herself. Teams that receive one ejection and one conduct warning will receive no higher than a "D" rating. (1 Point)

"F" – Intolerable Conduct and Sportsmanship: Team is completely uncooperative. Captain has no control over teammates and/or him/herself. Any team causing a game to be forfeited due to sportsmanship or any team that receives multiple Red Cards will receive an "F" rating. (0 Points)

**NOTE:** The intramural sports staff reserves the right to lower a team’s sportsmanship rating based on the severity of the conduct warning or ejection.

**NOTE:** Any team that receives an "F" rating must have their team captain meet with the intramural sports professional staff the following day to determine their team’s eligibility to play their next contest.

**Article 6: Accumulation of Conduct Warnings in One Contest**
Teams that receive three conduct warnings in the same contest will automatically forfeit the game and receive an “F” sportsmanship rating.

**Article 7: Defaults and Forfeits**

- Any team losing by default will receive an “A” sportsmanship rating.
- Any team losing by forfeit will receive an “F” sportsmanship rating.
- Any team winning by default or “no show” forfeit will receive an “A” sportsmanship rating.
- Any team winning by “eligibility” or “sportsmanship” forfeit will receive the grade deemed appropriate by game officials at the time of the forfeit.

## Alcohol, Drug, and Tobacco Policy

**Article 1: Intoxication**
In accordance with Southwestern Oklahoma State University Policy, alcohol consumption and drug use prior to or during an intramural contest is not only unsafe, but also a violation of university rules, and, if you are underage, it is illegal. The

intramural staff strictly enforces a zero-tolerance policy regarding alcohol and drugs during all intramural contests. Consequences for the violation of this rule may include but is not limited to being prohibited to continue participating in intramural sports activities, ejection from Intramural/Recreational Sports facilities, judicial referral, and, in egregious situations, arrest.

**Article 2: Tobacco**
Use of all tobacco products (cigarettes, chewing tobacco, cigars, etc.) is strictly prohibited on all Recreational Sports property. The intramural staff strictly enforces a zero-tolerance policy regarding the use of tobacco to allow all participants a pleasant experience during contests and events.

## Protests

**Article 1: Rules Protests**
Questions pertaining to interpretation of rules on the part of game officials must be addressed by the intramural supervisor at the time the interpretation occurs and prior to the next live ball. The procedure shall be:

1. If a team feels the official has made a misinterpretation of a rule, the captain shall calmly and immediately request a "time out" and inform the official that he or she wishes to have a ruling on the interpretation by the intramural supervisor in charge.
2. No protest which involves the judgment of the official(s) shall be upheld. The judgment of the official(s) is final. This also includes intramural staff when necessary. Example: One foot in-bounds while in possession of the ball constitutes a legal catch in flag football. Case 1: An official rule a pass incomplete because the "player did not have two feet in-bounds." This is a rule misinterpretation, AND the team captain may protest. Case 2: An official rule a pass incomplete because the "player's first foot landed on the sideline." This is a judgment call, AND the team captain may NOT protest.
3. If corrections are necessary, the intramural supervisor shall rule immediately and the team shall not be charged with a timeout; however, if the official's interpretation was correct, the team will be charged with a timeout.
4. If the participant still does not agree with the decision at the game site, a Protest Form should be obtained from the intramural supervisor on site and completed. The contest will continue from this point "under protest."

**Article 2: Eligibility Protests**
Protests involving player eligibility must be called to the immediate attention of the intramural supervisor prior to the completion of the contest while the protested individual is present. Eligibility protests may not be made by participants after the completion of the contest. A Protest Form should be obtained from the intramural supervisor and completed. The contest will continue from this point "under protest."

**NOTE:** The Intramural Office reserves the right to investigate the eligibility of any participant at any time. It is not necessary for a team to file a formal protest in order for a player to be ruled ineligible.

**Article 3: Protest Forms**
Protests that require a Protest Form to be filled out will be reviewed by the Intramural Sports Professional Staff the following business day. The captains of both teams involved will be notified of the decision. Once the professional staff has made a decision it is final.

## Postseason Eligibility and Scheduling

**Postseason Eligibility – Team Sportsmanship**
In addition to a positive playoff point total, teams must also maintain a "3.0" or "B" sportsmanship average during the regular season to be eligible for the playoffs. Team's averages will be formulated in the same way a student's GPA is calculated. Each sportsmanship letter grade is assigned a numerical value:

A Four (4) points
B Three (3) points
C Two (2) points
D One (1) point
F Zero (0) points

The grades for each regular season contest will be added together and divided by the total number of contests scheduled. This will equal the team's sportsmanship average.

Example**:** A team receives two "A" grades and one "C" grade. The "A" grades are worth eight points, and the "C" grade is worth two points, totaling 10. Ten divided by three equals an average of 3.33; therefore, the team qualifies for the postseason, assuming they have a positive playoff point total.

Teams who forfeited one regular season contest but won all other regular season contests and received an "A" sportsmanship rating in each of those wins are also eligible for the postseason pending a review by the intramural sports professional staff.

**Postseason Rosters**
All rosters will be frozen at the conclusion of the regular season. Players may not be added to the team during the postseason. To be eligible to participate in the postseason, an individual must have legally signed in for one regular season contest.