



# Intramural Captains Guide

## I. Assumption of Risk

Participation in intramural activities is strictly voluntary. There are risks inherent to participation in sports and recreation. Campus Recreation does not assume responsibility for personal injuries or loss of property.

## II. General Eligibility

**Each individual is responsible** for the verification of her/his eligibility. **Team captains must** also accept the responsibility for the eligibility status of any participant representing their respective teams. Questions regarding participant eligibility should be brought to the attention of senior Campus Recreation staff.

All students and faculty/staff are eligible to participate in intramural activities sponsored by Campus Recreation, except as provided by special eligibility rules.

### A. Recreation Fees

Faculty and staff have two options to be able to participate in intramural sports:

- A recreation membership can be purchased at the Recreation Center each semester and used to participate in intramural activities and use recreation facilities.
- All full time students are eligible with proof of college ID.

**Proof of a recreation membership or payment of the entry fee must be shown to Campus Recreation staff before an individual participates in an intramural activity.**

### B. Player Restrictions

#### ii. Varsity Athletes

Varsity athletes are welcome to participate in intramural activities with the following stipulations:

- A current varsity athlete may not compete in an intramural activity in his/her varsity sport or related sport. This includes redshirt athletes and redshirt freshmen, but does not include non-qualifiers that are not practicing, competing or traveling with the team..
- A former varsity athlete, including any redshirt, must sit out for two years from the end of his/her intercollegiate participation before participating in an intramural activity in his/her varsity sport or related activity.
- **An intramural team is limited to one former varsity player in his/her varsity sport or related activity.**

### **C. Ineligible Players**

- Any player not listed on the official team roster online at [imeagues.com](http://imeagues.com) and/or on the score sheet at the time of the contest.
- Any player on the official team roster with incomplete information including full name, student number, class year.
- Any player without his/her valid ID Card for an intramural activity/contest.
- Any player who plays for more than one team in a league per sport shall be ineligible to participate in that sport for the remainder of the semester. If deception is involved, that player will lose eligibility in all intramural activities for a semester or duration of time deemed appropriate by Campus Recreation Staff.
- Any player not currently enrolled as a student at Young Harris College.
- Any player not currently employed as faculty or staff at Young Harris College.
- Any player who violates the eligibility rules related to sport club athletes, varsity athletes and/or professional/Olympic athletes.
- Any player subject to sanctions or suspensions from Campus Recreation.

**Any team using an ineligible player shall cause the game or games in which that player participated to be counted as a loss, and the team will receive no higher than a 2 for sportsmanship for each game. Further sanctions and/or penalties may apply.**

### **III. Intramural Structure**

The major divisions of competition are men's and women's and co-recreation.

- Only men shall participate in men's activities and only women in women's activities.
- Men and women participate together in co-recreational activities.
- Graduate students and faculty/staff are permitted to play on undergraduate teams in the undergraduate or the graduate-faculty-staff division. When competing in the undergraduate division, graduate-faculty-staff must adhere to eligibility rules established for undergraduate competition.

Participants may play for only one team in either the men's or women's divisions and only one team in the co-recreational division in any intramural activity.

Once a player has competed for a team in a game, **he/she may not transfer to another team in that sport season.** Special consideration may be given to individuals on teams dropped from competition. These individuals may be permitted to transfer to another team if approved by senior Campus Recreation staff.

#### **A. League Sports**

Major team sports are organized into divisions within each league by time and skill level. Playoff criteria may vary per sport and league. Playoff criteria will be reviewed in each sport's captains video as well as listed on the sport activity's page on imleagues.com.

#### **B. Tournament Sports**

Schedule formats and playoff criteria may not be finalized until after the registration period

### **IV. Team Entry**

#### **A. IMLeagues.com**

Entry forms and rosters will be completed and submitted online at [imleagues.com](http://imleagues.com).

All intramural participants will need to create an account on **imleagues.com**. Imleagues offers a [live support button](#) in the top right corner of all pages. Please use this button if you encounter any difficulties.

#### **To create an imleagues account:**

1. Go to [www.imleagues.com/schools/yhc/registration](http://www.imleagues.com/schools/yhc/registration) (a link is provided on the intramural website [www.yhc.edu/campusrec/intramurals](http://www.yhc.edu/campusrec/intramurals)) and click **Create Account**.
2. Enter your information. **Click Submit.**  
**You must use your school email address.**  
@student.yhc.edu or @yhc.edu.
3. You will be sent a confirmation email. Click the link in the email to login and activate your account.
4. You should be automatically joined to your school. If not, you can search schools by clicking the "Schools" link.

#### **Once captains know when their team can play, find the activity, day and time:**

1. See the individual sport pages on [www.imleagues.com/yhc](http://www.imleagues.com/yhc) for more information about a particular activity.
2. Log in to your **imleagues.com** account.
3. Click **Create/Join Team** at the top right of your user homepage or click on the "Young Harris" link.
4. Invite the mandatory minimum number of players to join your team
5. Watch the Captains Video and take the online quiz through IMLeagues
6. Register your team on the registration day for that activity.

- All activity registrations will be open for one day only.
- All registrations will be first-come, first-served.

You must have the minimum number of players on your roster and have completed and passed the online captains quiz to choose a spot. After registration day, waitlist teams that have acquired the minimum and passed the quiz will be able to select from remain spots.

## **B. Creating a Team**

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.

- If they’ve already registered on imleagues, search for their name and invite them.
- If they haven’t yet registered on imleagues, scroll down to the “Invite by Email Address” box and input their email address.

## **C. Joining a Team**

- Use the **Create/Join Team** button at top right of every page.
- Accept a request from the captain to join his/her team.
- Find the team and captain's name on the division/league page and request to join.
- Go to the captain’s “Player Card” page; view his/her team and request to join.

## **D. Free Agents**

You can list yourself as a free agent in as many divisions within a league as you’d like. You will be visible to all members of the site and can request to join teams. Or, you can post information about yourself so teams can request to add you to their team.

## **V. Team Management**

### **A. Captains/Players Meetings**

For all intramural sports, each team must be have completed sport’s mandatory captains online video and pass the quiz. Each team entered in an intramural sport must have a designated manager who will act as a liaison between the team and Campus Recreation. A manager may only represent ONE team for any given sport and he/she must be an active participant on that team.

### **B. Captain's Responsibilities**

The Campus Recreation staff works closely with team captains to promote a successful intramural program. It is not feasible or practical to meet with the number of players participating in intramural sports; that is why the role of team captain is pivotal to our success. A successful captain's duties and responsibilities include, but are not limited to:

## **i. Pre-Season**

- Registering accurate & complete team information by the due date using [imleagues.com](http://imleagues.com)
- Providing contact information (phone number, yhc email address)
- Ensuring the team is represented at any mandatory meetings.
- Reading, understanding, and adhering to intramural policies and procedures, including the **Intramural Captain's Guide** and specific sport rules and sharing this information with teammates.
- Each team must provide an appropriate team name consisting of less than 20- characters. Team names must be deemed appropriate by the Intramural Sports staff.
- Directing teammates to the Campus Recreation website for sport specific rules and other critical information.
- Distributing the league schedule.

## **ii. League Games**

Responsibilities of a team manager:

1. Attend the MANDATORY manager's meeting (or ensure your team has a representative present) at the beginning of each season.
2. Check the eligibility of each participant before and during the season. Inform the participants they may only play on one team.
3. Be familiar with the rules and regulations governing each sport, deadlines, mandatory meetings, and the policies of the intramural sports program concerning forfeits, sportsmanship, etc.
4. Keep the team informed as to the game site, time, opponent, and any other pertinent information.
5. Inform participants that a YHC ID CARD will have to be presented before every game.
6. Be responsible for the conduct of participants and spectators before, during, and after each game.
7. Act as a team spokesperson on and off the playing area.
8. If a participant is ejected, or a problem arises during the game, it is the manager's responsibility to contact the Assistant Director the following day.
9. Check the schedule on a regular basis. This is particularly important if games have to be postponed due to inclement weather. Try to keep your team members well informed.
10. If there are any questions, please ask. The Intramural Sports staff is here to assist you.

## **C. Sport Rules**

Intramural rules are adopted from a national governing body, such as Amateur Softball Association (ASA), National Collegiate Athletic Association (NCAA), National Federation of High School (NFHS), and the National Intramural-Recreational Sports Association (NIRSA). Campus Recreation staff have also developed rules to enhance the overall experience and the safety of the participants.

All intramural participants agree to abide by all rules and regulations. Campus Recreation reserves the right to institute any rule changes and/or modifications. Rules for individual intramural sports are available on the Campus Recreation website.

## **VI. Game Management**

### **A. Sport Supervisors and Officials**

With the exception professional staff members, intramural supervisors and officials are Young Harris College. Intramural supervisors and officials are on site to assist participants with questions, supervise games and the conduct of players and spectators, and oversee a safe and enjoyable atmosphere.

**B. Intramural Officials** have full responsibility for the enforcement of the rules specific to each game/contest, including pre-game and post-game, and matters not specifically covered in the sport rules.

### **C. Game Time Environment**

Every team and team captain is responsible for the conduct of its players and spectators. Any conduct judged by an intramural supervisor, official or professional staff member to be detrimental to the participants, program, or any particular intramural activity may result in disciplinary action by Campus Recreation.

### **D. Participant Conduct**

1. Each team is responsible for the actions of each of its members and fans before, during, and after any game or activity. Failure of a team to cooperate with officials or to control and restrain any individual members is cause for expulsion.
2. In the event an individual and/or spectator conducts himself/herself in an unsportsmanlike manner during intramural competition, the officials of the game have the complete authority to take action as they deem necessary in order to keep the game under control. Depending on the severity of the incident, which would be left up to the officials' judgment, the official may take the following action: give warnings, ejection from the game and the area, and/or suspend the game. All disciplinary problems except for warnings will be reported to the Intramural Sports staff for further action. Any intramural professional staff member or student supervisor has the right to ask a participant or spectator to leave the facility if his/her behavior is unruly.
3. Unsportsmanlike conduct is unacceptable. Reports of such behavior will be investigated by the Intramural Sports staff. In doing so, the individual(s) and/or team(s) involved will be questioned and required to submit a written statement of the incident. Statements will also be obtained from the Intramural Sports staff on duty. At the conclusion of the investigation, the Assistant Director will rule on the individual(s) and/or team(s) involved. Penalties could include suspension from game(s) or season, temporary or permanent probation, and/or suspension from intramural sports for a

given time period.

4. Fighting is constituted as a flagrant act and can occur when the ball is dead or live. Fighting includes, but is not limited to combative acts such as:
  - a. An attempt to strike, punch or kick by using a fist, hands, arms, legs or feet regardless of whether contact is made.
  - b. An attempt to instigate a fight by committing an unsporting act that causes a person to retaliate by fighting.
5. Ejected participants and disruptive fans must remove themselves from the area (out of sight and sound) immediately. Failure to comply within one minute will result in a team's forfeit.
6. Any participant ejected from a game faces a minimum one game suspension from the program and is not allowed at the program site for that game. The ejected participant has two days to call or e-mail and make an appointment with the Assistant Director to discuss the incident. The participant will remain on suspension until this appointment is completed.
7. Failure for an ejected participant to attend a scheduled meeting will result in a more severe suspension.
8. Individuals striking another participant or official or threatening an official will be suspended indefinitely. Officials are employees of Young Harris College. Abusing an official, verbally or physically, will result in serious consequences.
9. A participant who commits two (2) unsportsmanlike penalties/fouls in a game will be ejected from the game and be ineligible to play in the team's next game. However, if an unsportsmanlike penalty is deemed flagrant, the participant will be ejected for one unsportsmanlike foul/penalty. Two in a season will result in that participant being suspended for the remainder of the season.
10. Unsportsmanlike behavior after a game may result in suspension and/or a default for the next game.
11. A participant who is ejected from the game and returns to abuse the officials or other staff members will be suspended for at least the remainder of the season.
12. Reinstatement in the program will be made when the student or organization shows a willingness to support the basic principles of the program.
13. Any incident judged to be of serious concern will be referred to Campus Police and/or Judicial Programs.

#### **MERCY RULE**

Intramural Sports aims to create an environment that is enjoyable and safe for all of its participants. With this said, most leagues that are offered have a "mercy rule" that defines when the intramural sports staff will end the game without penalty. The mercy rules for each sport are located in the sport-specific rules.

#### **INCLEMENT WEATHER/LIGHTNING POLICY**

When participating in outdoor sports, the weather plays a large role in the ability to play. The Intramural Sports onsite staff has the ability to postpone or cancel outdoor sports at any time if deemed necessary. Intramural contests that are cancelled due to inclement weather may or may not be rescheduled based on field availability and time constraints.

1. **Lightning:** If inclement weather occurs and lightning is detected within three to eight miles of the facility, participants are asked to leave the playing areas and find cover. At this time games

will be postponed for at least thirty minutes. Games will resume from the point at which they were paused if no lightning has occurred during this thirty minute time period.

**2. Site Conditions and Rain:** The amount of rain incurred throughout the day may have an impact on the ability to play outdoor sports. The Intramural Sports professional staff checks the Intramural playing fields to ensure the safety of our participants. Intramural Staff reserves the right to cancel games due to standing water on the playing areas or other unsafe conditions. If games are cancelled due to inclement weather or bad field conditions, the fields will be closed and teams will not be allowed on the fields.

### **i. Equipment**

Intramural rules regarding equipment are adopted from a national governing body, such as the ASA, NCAA, NFHS and NIRSA. Campus Recreation reserves the right to put into immediate effect any rules or regulations to protect the health and safety of participants involved in intramural activities.

Campus Recreation will supply standard equipment for intramural activities with the exception of personal items (softball gloves, knee pads, etc.). Equipment is provided by the game officials for the conduct of the game. Participants should bring their own equipment for warm-up activities.

**Campus Recreation staff, including officials and supervisors, will not permit any player to use equipment that is deemed unsafe or dangerous to participants.**

### **ii. Athletic Attire**

Intramural rules relative to athletic attire are adopted from a national governing body, such as the ASA, NCAA, NFHS and NIRSA. Campus Recreation staff shall not permit any player to wear any item that is deemed unsafe or dangerous to participants. Proper athletic attire must be worn at all times during all intramural activities. Proper attire pertains to all articles of clothing, including upper and lower body clothing and footwear. Participants must wear athletic footwear (no bare feet) at all times during competition. Prohibited footwear includes metal cleats, boots, sandals/flip-flops, or any form of open-toed shoes.

### **Jewelry**

Jewelry may not be worn by any individual participating in any intramural activity. This includes earrings, necklaces, piercings, watches, bracelets, hair barrettes, and any other forms of jewelry.

**Medical alert bracelets and necklaces are permitted, but must be taped to the body.**

### **iii. Civility/Sportsmanship**

The Campus Recreation Program strives to provide sport and fitness services for students, faculty and staff, encourage an active, healthy lifestyle and promote student development and leadership.

Through organized and competitive intramural sports, Campus Recreation seeks to provide a positive and enjoyable atmosphere for all participants, including spectators and fans. To encourage a positive and enjoyable atmosphere the **Civility/Sportsmanship Rating System** is in effect for all intramural activities.

Any individual(s) who, through flagrant misconduct, threatens or endangers the safety of other players, spectators, officials or staff will be barred from further participation until the individual(s) meet with Campus Recreation Staff.

**Examples of flagrant misconduct include, but are not limited to:**

- Fighting
- Using unnecessary and dangerous tactics
- Repeated inappropriate verbal behavior

**iv. Schedule Changes**

For schedule changes due to circumstances such as inclement weather, College closings or unforeseen circumstances, the team captain(s) is/are responsible for obtaining reschedule information from the Campus Recreation office or imleagues.com.

**v. Protests**

Only protests based on the misapplication of the rules and/or player eligibility will be considered. The accuracy of an official's judgment call will not be considered for protest. All protests should be made verbally prior to the start of the game or at the time of the incident. Any protest made after the completion of the game will not be considered.

- Misapplication of rules – protests involving the misapplication of a rule must be verbally communicated to a game official at the time of the incident. The word "**protest**" must be stated by the team captain to a game official. No protest can be made on a previous play once play has resumed. Once a protest has been verbally communicated to a game official, play will be stopped and every attempt will be made to rule on the protest immediately by the game officials and supervisors on site. Once a ruling has been made, play will resume.
- Player eligibility – protests involving alleged eligibility violations should be made prior to the start of play. If the game is in progress at the time of the alleged violation, the team captain must verbally communicate the protest with a game official. The word "**protest**" must be stated by the team captain to a game official. Once a protest has been verbally communicated to a game official, play will be stopped and every attempt will be made to rule on the protest immediately by the game officials and supervisors on site. Once a ruling has been made, play will resume.

**vi. Protest Appeals**

Protests ruled on by game officials and on-site supervisors may be appealed in writing by the

team captain following the conclusion of the activity. Appeals must be submitted to the Director of Intramurals.

A **Protest/Appeal Form** must be completed by the team captain and handed in to the Campus Recreation office by 12:00pm the day following the activity. If a written appeal is upheld, the game will be played from the point at which the improper decision was made, or in its entirety, to correct the error. In some cases, Campus Recreation and both team captains may agree to a non-playing solution. If a protest is denied, the game stands.

**Due to severe time constraints, written appeals regarding playoff games must be submitted to the Campus Recreation office immediately after the conclusion of an activity.**

#### **vii. Cheating/Dishonesty**

Any individual who is determined to have cheated may be disqualified from intramural activities for the remainder of his/her college career or any part thereof. If the team he/she represents is aware of the cheating, that team may be barred from intramural participation for the remainder of the year or any part thereof.

Examples of cheating include, but are not limited to:

- Participating under an assumed name
- Participating while using a false ID
- Playing on more than one team as per intramural eligibility rules
- Withholding information about being a varsity athlete, professional athlete, Olympic athlete, or sport club athlete
- Misrepresenting a score or roster/entry information
- Playing after being suspended from competition

#### **D. Forfeits**

During all intramural sports activities, the onsite staff has the ability to declare a contest a forfeit. The Intramural staff will have the official time for all contests and activities. **A forfeit is declared when a team fails to show for said contest or activity.** Forfeited games are un-played games that are recorded as a loss toward the teams' overall record.

1. Teams will be granted a five minute grace period from the original start time. After this period, all teams are required to be checked in with the intramural scorekeeper/supervisor and ready for play. If no one from a given team is present at the site after this grace period, the contest will be declared a forfeit.

a. If the game before your scheduled game runs past the five minute grace period, the conclusion of that game will become your teams' forfeit time.

2. If a forfeit has been declared, the teams involved may still use the game site to practice or scrimmage, until ten minutes prior to the next contest. During this time, the intramural staff is not permitted to officiate or keep score.

a. If a full team is present, it must sign in the minimum number of legal participants. These participants must be ready for play in order for the contest to be considered a win by forfeit. If

a team leaves before a forfeit is declared by the intramural staff, the game will be declared a double forfeit.

3. A team will automatically be removed from the league if it receives two forfeits during that particular season.

### **E. Postponements**

Due to a number of factors, postponements will be granted only under special circumstances.

Postponements should be initiated as early as possible by captains. No activity will be postponed unless a **Postponement Request Form** has been completed and signed by both team captains and approved by the Director of Intramurals at least by **5:00pm the day prior** to the originally scheduled contest. If the game is scheduled on the weekend or on Monday, the postponement form must be completed by 5:00pm on the Friday prior to the scheduled contest. The captains must appear together at the Campus Recreation office. The re-scheduling of any game must be agreed upon by both team captains in consultation with the Director of Intramurals.

## **VII. Spectators and Fans**

Spectators and fans are welcomed and encouraged at intramurals activities. Team captains are responsible for the behavior of their spectators. Captains and/or teams will be held accountable for any inappropriate behavior by the fans. Fans are expected to show good sportsmanship and do their part to create a positive enjoyable atmosphere.

### **Trash Disposal**

To maintain a safe playing environment, glass containers are not permitted on the intramural fields/courts. Properly dispose of or haul out any trash.

## **VIII. Tobacco, Alcohol and Illegal Substances**

Excerpted from 2011-2012 Guide to Student Life:

### **Philosophy on Alcohol and Drugs**

The College expects its students to comply with Federal and Georgia laws regarding drugs and alcohol. Additionally, Young Harris College is concerned with both the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal and/or improper use of alcohol or drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the College community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community's

learning environment and the academic, physical, spiritual, and emotional well-being of its students. The use of alcohol by any student, regardless of age, is prohibited on campus.

**Alcohol**

The possession, consumption, distribution, sale, or manufacturing of any alcoholic beverage is prohibited on campus, including all campus owned facilities and property, and at College-sponsored events where students are present.

**Tobacco**

Out of respect for individuals on campus that choose not to smoke, dip, or chew as well as the serious effects of second hand smoke, tobacco use is not permitted inside any campus building. Use of tobacco is prohibited at all times on breezeways, balconies or in entryways, regardless of weather. Students who choose to use tobacco products must be 20 feet from any campus building.

The College expects all students to comply with Federal and Georgia laws regarding tobacco.