PARTICIPANT HANDBOOK

2016-17
Mission and Commitments

The Intramural Sports program's mission is to serve Clemson students, faculty and staff by providing an opportunity for a quality competitive and social outlet while maintaining a fun and safe environment. Our student-led program strives for excellence by emphasizing the values of good sportsmanship, integrity and cooperation and aims to create a diverse experience that all participants want to return to year after year. We are committed to the following goals:

- Listening and communicating with patrons and participants
- Responding to patron and participant inquiries completely and accurately
- Engaging in a team environment in order to accomplish goals and achieve success
- Managing and maintaining quality equipment, services and facilities
- Providing a safe and quality atmosphere for all participants

Purpose of Handbook

The purpose of this handbook is to provide information that is relevant and critical to your participation in the Intramural Sports program. Please use this guide to better educate and prepare yourself for the policies, procedures and requirements you and your team will encounter.

It is our expectation that all players familiarize themselves with the information presented in this handbook prior to their participation. While we do our best to educate on-site and answer any questions that may arise, players simply not knowing a rule or policy will not be an acceptable reason for exemption.

Contact Information

The Intramural Sports office is located on the second floor of Fike Recreation Center in Suite 203. Our drop-in office hours are:

- 10 a.m.–2 p.m. Monday–Friday

Feel free to stop by and ask questions or submit any necessary forms or paperwork.

You may also contact us by phone or email at 864-656-6200 or cuim@clemson.edu.

When leaving a message or writing an email, please include your name, team name, purpose for calling and how you can best be reached by our office.

For instant access to information on schedules, weather, events and other Intramural Sports happenings, follow us on Facebook at /IMSportsClemson.

participant eligibility

Who Can Play?

Clemson and BRIDGE students, faculty, staff, campus ministers and spouses are all eligible to participate under these guidelines:

- Students must be currently enrolled in a minimum of six credit hours at Clemson and
must have paid the Campus Recreation fee included in their student fees

- BRIDGE students must be currently enrolled in the Tri-County Technical College BRIDGE program
- Faculty and staff must be full-time employees and have paid the Campus Recreation fee
- Campus ministers must be active and on file with the Office of Student Organizations
- Spouses of eligible students, faculty or staff must have purchased a Campus Recreation spousal membership

**Club Sports Members**

Students who are currently on the rosters of, playing on or traveling with Club Sports teams are considered members of the associated event/sport. Club Sports members are eligible to participate in Intramural Sports; however, there is a limit of two (2) Club Sports members per team. For CoRec teams, note that teams are limited to a total of two (2) Club Sports players regardless of gender.

**Varsity Athletes**

Varsity and junior varsity athletes as well as athletic scholarship recipients are ineligible to participate in their related Intramural Sport or event for one calendar year after their last participation with the University team. These athletes may participate in all other non-related Intramural Sports or activities. This status includes athletes from Clemson or any other university. Former professional athletes are permanently ineligible to participate in the related Intramural Sport or event.

**Number of Teams**

Each participant may register for only one single gender team, regardless of league or division. In addition, participants may also register for one Co-Rec team. If a participant is found participating on a team in excess of these limits, the second team will receive a forfeit for all games played with the ineligible participant.

**Playoffs**

Team rosters will be locked after the final regular season week of play, and any player on a team’s roster at this time will be eligible for participation during playoffs. There is no requirement for the number of regular season games played in order for a player to be eligible for playoffs. New players may not be added during playoffs.

**registration**

**IMLeagues**

All team and individual participant registration takes place through the IMLeagues website. In order to use this site, participants must first: pay the Campus Recreation fee (typically included in student fees), use their Clemson email address in creating an account, and use their Clemson login and password. If an error message is received when creating your account, please contact the Intramural Sports office (not the IMLeagues support team). Registrations for all sports/events will take place on Monday mornings at 9:00a on the IMLeagues web page.
Creating a Team

The person who creates a team should be the team captain, who will be in charge of recruiting players, communicating with the Intramural Sports office, making sure players are aware of policy and rules, ensuring players are present for scheduled games and maintaining a positive level of sportsmanship from the team.

In order to create a team, the captain will be asked by the IMLeagues website to successfully pass a captain’s quiz that will cover basic policy and information each team captain should know prior to beginning a season. Please be aware of sport-specific roster requirements. The minimum number of team members needed per sport can be found in sport-specific rules links. At the end of the first week of registration, all teams who have not met this minimum number of players will be removed in favor of teams on the waitlist.

Joining a Team

Once a team has been created, team captains can request to add players to their team roster. Through IMLeagues, the captain will search for the player’s name and send an invite for that player to join. At this point the player IS NOT on the team’s roster. The player must accept this invite, pass a basic participant’s quiz through IMLeagues and accept a set of terms and conditions before becoming a member of that team. In order for players to be eligible to participate on a given night, they must be added to the team roster before signing in with the Intramural Sports manager on-site.

Waitlist

When specific leagues or divisions have reached max capacity for teams, you may create a team on the “waitlist” for that league/division. While waitlisted teams are not guaranteed a spot, teams listed on the waitlist will replace any currently registered teams that do not meet their minimum roster requirement at the conclusion of the first week of registration.

In the event that a registered team is dropped and replaced by a team from the waitlist, the Intramural Sports office gives preference to 1. Waitlisted teams that have met the minimum roster requirement and 2. Waitlisted teams who are higher on the wait list.

Format of Play

Leagues and Divisions

The first decision your team will need to make is which league to participate in and register for. Leagues are offered at two levels of play: Orange (competitive) and Purple (recreational). As an example, Orange teams are typically composed of players who have experience in the related sport, while Purple teams can often serve as an opportunity to learn more about playing a sport or to play for fun, rather than an increased focus on winning.

Only the winners of the Orange playoff bracket (see playoff brackets on the next page) will receive a championship t-shirt.

Next, teams should decide the division in which
Format of Play cont.

they would like to play. Divisions are distinguished by the days and times in which all games within that division will be played. An example you may see when registering is “Men’s Orange, Mondays at 7:05 p.m.” By making this selection, your team is committing to playing in a men’s competitive league in which all of your team’s regular season games will be played on Mondays at 7:05 p.m.

Regular Season

Each team’s regular season games will be played at the same day and time each week. The schedule of games will consist of a round-robin format, where a team will compete against all other teams within that division during the regular season. All teams that have met playoff requirements (see playoff section below) will advance to playoffs, regardless of their record.

Playoffs

The most important thing to remember about playoffs is that your team will no longer be guaranteed the same day and time of play it has had during the regular season. Teams will most likely play more than one game per week during the playoffs. All teams will be eligible for playoffs, regardless of their record, assuming they have met the following criteria:

- The team has not forfeited any games during its regular season (see Defaults and Forfeits section)
- The team has maintained a cumulative sportsmanship rating of 3.0 during its regular season

Seeding for playoff teams will be completed through the average rating score produced from the IMLeagues website. This score takes into account each team’s winning percentage, point differential and sportsmanship rating. In the event that two teams have the same rating score, their overall sportsmanship averages will be used as the tiebreaker for seeding.

Playoff Brackets

Playoff brackets will be posted at the conclusion of the regular season on the day before playoff games begin. While both Orange (competitive) and Purple (recreational) leagues will have their own playoff brackets, the winner of the Orange bracket will be declared the overall campus champion. Members from the team who wins the Orange bracket will receive championship T-shirts, while the winners of the Purple bracket will not.

Playoff Teams

Teams who play their regular season in Orange divisions will all advance to Orange playoff brackets, unless they have a “0.00”-win percentage. These teams will be moved down to the Purple playoff brackets. Teams who play their regular season in Purple divisions will all advance to Purple playoff brackets, unless they have a “1.000” win percentage. These teams will move up to the Orange playoff brackets. The purpose of this is to maintain brackets that are as balanced and reflective of a team’s performance as possible. Teams who play “up” or “down” from their actual competitive ability will be sorted into a more suitable competition level for playoffs.
Types of Events

- **Season:** this format will consist of either a three-week or five-week regular season, followed by a single elimination playoff bracket.
- **Week-Long Tournament:** these events will be played over the course of one week and may be single-elimination, double-elimination, or a round robin followed by single elimination format.
- **One-Day Tournament:** these events will begin and complete in the course of one day (typically played on the weekend) and may be single-elimination or double-elimination format.
- **Ladder:** these events will allow participants to contact one another to schedule their own playing dates/times. Participants will report scores back to the Intramural Sports office, and ladder standings will be updated. These events typically last over the course of several weeks or an entire semester.
- **Walk-Up:** these events will not require any prior registration and are open for participants who show up and would like to play. These events are typically more recreational in nature.

* Note that for tournament formats, teams may be required to select their own spot in a bracket (when there is no pool play or round robin). Teams who register in these style of tournaments will be contacted by the Intramural Sports office with specific directions.

**cancellations**

Defaults and Forfeits

As each team picks and registers for its own specific day and time of play for the regular season, it is expected that each team is present at its scheduled game time(s) each week. In the event that a team cannot field enough players required for that sport (see specific sport rules), they have two options:

- The team may default the game by communicating to the Intramural Sports Office NO LATER than 2 p.m. on the day of their game that they will not be able to attend. In doing so, the team will remain eligible for playoff contention. Note that a team may only default once per sport season
- The team may forfeit the game by simply not showing up to play. In the event that a team forfeits, they will automatically become ineligible for playoffs and, if the forfeit occurs during the first week of the season, will be removed from play entirely
- Teams who lose by forfeit or default will not be issued a sportsmanship rating, however the opposing winning team will be issued a “4” sportsmanship rating.

In the event that a team has not shown up at game time or does not have the minimum number of players present to begin (see specific sport rules) at game time, the opposing team will be given two options:

- They may decide to take the win by forfeit, and the game will end
- They may choose to wait for 10 minutes, in hopes that the opposing team shows up. The game time will run during this time, and the team MUST wait the entire 10-minute period. If the late team has not shown up after this period, the game will be declared a forfeit
Online Quiz
Each participant will be required to successfully complete an online quiz through IMLeagues that covers very basic information necessary for participation. This will take place prior to any player being added to a team roster. Note that players will also be required to accept a release and waiver liability statement provided through IMLeagues at this time.

Clemson CUID
In order to sign in and participate, participants must bring their XID card with them to the game site. Intramural Sports will not accept any other form of identification (i.e., driver’s license, passport, Facebook profile photo, etc). Players without an CUID will not be permitted to play.

Numbered Jerseys
Each participant will be required to wear a colored jersey that matches their team color chosen during registration. This jersey will need to be clearly marked with a number, so our staff may identify and keep record of each player. Numbers may be handwritten as long as they are clear and obvious to Intramural Sports staff. Numbers may not be taped, chalked or displayed by any other non-permanent method.

For teams without matching team jerseys, Intramural Sports staff will have mesh pennies that can be checked out and worn. These pennies can be limited at times and are checked out on a first-come, first-served basis.

Equipment
All participants must wear athletic clothing with closed-toe shoes or cleats. No metal spikes will be allowed for any sport or event. Jewelry of any kind (other than for medical purposes) will not be allowed. Sports equipment will be available for checkout on a limited basis. It is recommended that participants bring their own equipment when possible.

Inclement Weather
Intramural Sports activities and events are subject to cancellation in the event of severe weather or unsafe playing conditions. In the event games are canceled due to weather, the Intramural Sports Facebook and Twitter accounts will be updated and an email will be sent to team captains via IMLeagues. In all likelihood, games canceled due to weather will be rescheduled at the end of the regular season. This will be communicated to team captains via email or phone call.

Rescheduling
As each team picks and registers for its own specific day and time of play for the regular season, Intramural Sports will not accept requests to reschedule regular season games at any time.

During the playoffs, reschedule requests will be accepted if the team has another playoff game scheduled at the same time and the majority of the team’s players are affected by this conflict.

Any reschedule request must be made 3 days before the day of your game. Click here to reschedule your game. Be aware that filling out this form does not guarantee your game will be changed.
**Conduct**

Intramural Sports fields, courts and other areas of play will not be venues for verbal or physical abuse of staff, players or spectators. All participants are expected to support the Clemson University Student Code of Conduct, which includes abiding by federal, state and local laws, respecting the rights of members of the campus community and accepting responsibility for the consequences of their behavior.

Any violation of the Student Code of Conduct is subject to referral to the Office of Community and Ethical Standards for disciplinary action by the University. In order to encourage proper conduct before, during and after scheduled contests, Intramural Sports staff will make decisions on whether to warn, penalize or eject players, teams and/or spectators for unsportsmanlike conduct. Team captains are responsible for the actions of any player on or spectators related to their teams.

See Sportsmanship Rating Scale.

**ejection and suspension**

**Basic Information**

If a participant is ejected from any Intramural Sports event or activity, he or she is immediately ineligible for further competition in any intramural events or activities until he or she has been cleared by the Intramural Sports program director or Graduate Assistant. It is the responsibility of the ejected participant or spectator to schedule this meeting in order to discuss the events that occurred and his or her subsequent eligibility to participate. Note that any resulting suspensions from play will not begin until this meeting has taken place.

Also note that depending on the severity of the ejection, the participant will also become ineligible to participate in ANY Campus Recreation events/activities, which includes restricted access to Fike Recreation Center.

**Minimum Suspension**

Ejection from a contest for unsportsmanlike conduct will result in suspensions for the individuals involved. The minimum suspension for any ejection will be one game. Additional games may be added to a suspension depending on the severity of the incident.

Any player who attempts to sign in using another student’s CUID will be ejected, as will the student whose CUID was being used. Any participant or spectator who verbally threatens, strikes, attempts to strike or physically abuses any other participant, spectator or staff members will be immediately suspended from all participation for a minimum period of one year. In both of these scenarios, such actions may also be referred to the Office of Community and Ethical Standards for review.

**Sportsmanship Overview**

The team captain is responsible for the actions of his or her teammates and spectators. Sportsmanship is an important part of a successful contest or event. Participants and spectators are expected to demonstrate positive sportsmanship toward other teams and staff members at all times. Participants and spectators will not commit acts of...
negative sportsmanship, including but not limited to: participating when ineligible, excessive arguing or questioning of rules or decisions, flagrant or rough play, fighting, mistreating equipment or facility space or refusal to comply with a reasonable request from Intramural Sports staff before, during or after games.

At the conclusion of each game, teams will be assigned a sportsmanship rating that reflects the team’s ability to abide by these guidelines. Intramural Sports officials or other staff members will designate this rating on a scale of 4 (highest) to 0 (lowest).

Note that teams must average a cumulative sportsmanship rating of 3.0 to be eligible for playoffs.

Rating Scale

**4.0**—Players cooperate fully with the officials and opposing team. If necessary, the team captain speaks calmly with officials or staff regarding questions or rules interpretations.

**3.0**—Players display a few lapses in sportsmanship but receive no unsportsmanlike conduct penalties. Captain remains in control of his or her team at all times without being prompted by staff to do so.

**2.0**—Players display frequent lapses in sportsmanship and team captain does not assist in alleviating the problem. This is the highest sportsmanship rating a team can receive after being assessed one unsportsmanlike conduct penalty.

**1.0**—Team receives one ejection and/or multiple unsportsmanlike conduct penalties. Captain has no control over the team, is part of the problem and/or is unwilling to work with staff. This is the base rating a team can receive for a game ended due to unsportsmanlike conduct penalties alone.

**0.0**—Team members are completely uncooperative. This rating includes any behavior that violates University regulations and/or officials’ ability to control the game and warrants a game end prior to time expiring. This includes, and is not limited to: fighting, spectator engagement in unsportsmanlike behavior or disorderly conduct, lack of respect for the “spirit” of the game and striking or physically contacting an Intramural Sports staff member. Team shows blatant disregard for the policies and procedures of Campus Recreation. Note that teams that receive this sportsmanship rating will be ineligible to participate in any Intramural Sport/activity until meeting with the Intramural Sports director to discuss the incident.
**Captain Duties Overview**

Each team must have a team captain (usually the person who creates and registers the team). This person will serve as the primary representative for the team in terms of communicating with the Intramural Sports office during the season and officials during game play, ensuring that players are present for games and ensuring maintain a high level of sportsmanship throughout the season.

**Protests**

If during a game, a team feels that an error has been made in terms of rule enforcement by Intramural Sports staff, the team captain may file an official protest. Note that judgment calls cannot be protested. For example, a team may not protest, “we don’t think that was a foul,” but may protest, “that should have been a 10-yard penalty instead of a 5-yard penalty.”

In order to file an official protest, the team captain needs to inform the officials immediately that he or she would like to protest the decision that was made. This must occur prior to the next play or action. Once another play has begun, the decision is final and cannot be protested.

In the event of a protest, the game will be stopped and the protest filed (to include a description of the decision being protested, how much time remains in the game and any other pertinent information).

If the Intramural Sports manager can correct or confirm the situation, the game will continue. If the call is not one that can be corrected or confirmed on-site, the game will then continue (under protest), and the Intramural Sports office will review the protest the following business day. If the protest is upheld, the game will be replayed, beginning at the point of protest.

**IMLeagues and RecIt**

Team captains should utilize the IMLeagues website frequently to ensure that rosters are filled, players are eligible and teams are aware of scheduled game times.

Captains and team members should also utilize the RecIt cell phone application. This app allows team members to communicate with one another, view their schedule and results and “follow” other teams.

**Tips for Captains**

*Know important dates:* Team captains should check the Intramural Sports website often to know when specific sport registration(s) open, when seasons and playoffs begin and to find any other relevant deadlines.

*Recruit team members:* Team captains should have at least a good idea of the group of players who will be on their teams prior to registration and should read specific sport rules to view the
minimum number of players required per team in that sport. They should also send requests to add team members through IMLeagues and make sure they have joined rosters by 3 p.m. on the day of games.

**Know rules and policies:** Team captains should be very knowledgeable of the rules and policies associated with the sport their team is playing. All sport rules can be found on the Intramural Sports website. Team captains should also make sure their team members are aware of any rules or policies that might affect them during play.

**Communicate:** Team captains should be the primary communicators within their team and between their team and the Intramural Sports office. They should make sure players know when they play next, when playoffs begin, etc. If a team needs to default or request a reschedule, the team captain should communicate this to the Intramural Sports office as soon as possible.

**Ensure sportsmanship:** As stated, team captains are responsible for the actions of their teams and spectators, which includes managing and controlling their teams in a way that best works for them and that prevents any negative sportsmanship issues that will harm their team’s chances at reaching the playoffs or participating further with Intramural Sports.

**Feedback on Officials**

Team captains who wish to leave constructive feedback for the officials who worked their game may do so by contacting the on-site Intramural Sports Manager after the game is over. The Intramural Sports Manager will record this feedback and submit it to the Intramural Sports program director and graduate assistant.”

**Sport rules**

- General Rules
- Bag Toss
- Basketball
- Bowling
- Dodgeball
- Flag Football
- Indoor Soccer
- Inner Tube Water Polo
- Kickball
- Racquetball
- Softball
- Soccer
- Spikeball
- Tennis
- Ultimate Frisbee
- Volleyball
Can I delete someone from my roster?
No, once a player is added to a roster he or she may not be removed for any reason. Roster maximums are set high enough to provide room for players who are injured, out of town, etc. Team captains should only give team passwords to players they are sure they want on their roster.

Can I protest a game?
First, know that teams may only protest interpretations of rules, or enforcement of penalties. Teams MAY NOT protest the judgment of an official. All protests must be made immediately to the Intramural Sports Supervisor on duty. The point of interruption must be documented so that in the cause of a successful protest, there is a specific point of reference to return to play. If the supervisor can correct any error made, he or she will do so and play will resume. If the supervisor is uncertain, the game will continue under protest, and the report will be reviewed the following day.

What do you do if I was ejected from a game?
All ejected participants must meet with the Intramural Sports Director in order to regain eligibility for ANY sport or event. It is up to the ejected participant to contact the Intramural Office to set up an appointment. Note: suspensions DO NOT include games missed during the time that an ejected player has not met for his or her ejection meeting. Any suspension will result in missed games AFTER this meeting.

Can I reschedule a game?
We do not reschedule any regular season games, as teams specifically choose the day(s) time(s) that they will play each week. We will reschedule playoff games if the following conditions are met: the game coincides with another playoff game & at least half of the players on the roster are impacted.

What do I need to wear to my game?
Please refer to the sport rules for specific details. Flag Football participants MAY NOT wear shorts or pants with pockets. Pockets may not be taped down, or turned inside out. Teams must wear colored shirts or jerseys in accordance to the color chosen during team registration. Numbers should be on all players’ shirts, except if playing Sand Volleyball, Cornhole, Billiards, Bowling, Innertube Water Polo, Tennis, & Sports Trivia.

Can my team add players during the playoffs?
No, rosters become frozen after the last night of the regular season. If your team wishes to have a player for the playoffs, that person must have registered onto your roster at some point during the regular season. Team captains should check their rosters before playoffs begin.

How many hours must I take to be eligible to play?
Students must be enrolled in at least 6 credit hours, and have paid the Campus Recreation fee. Exception: graduating seniors may be taking one 3-credit class, as long as they show proof of pending graduation & pay the Campus Recreation fee. Employees must be full-time and have paid the appropriate Campus Recreation fee.

Can I join a team as a free agent?
Through the IMLeagues software, players can add themselves as free agents, in as many divisions as they would like. Teams can see this and may choose to contact free agents. Free agents can also request to join teams through IMLeagues.

How do I know/What happens if my game gets rained out?
We will do our best to make any decisions regarding game cancellations due to weather, no later than 3:00 p.m. each day. Team captains will be notified, and our Facebook page will be updated. If poor weather conditions occur later in the evening, the Intramurals Sports Supervisor on-site will make any determination regarding the cancelling of games. We will try our best to reschedule any games that are canceled due to poor weather-team captains will be notified of any changes to their team’s schedule.