



Butler University
Department of Recreational Sports
Intramural Sports Policies & Procedures Manual
(2009-2010)

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Introduction

The Intramural Sports Program is designed to provide an opportunity for experiential learning for the entire Butler University community through participation in organized activities. We strive to encourage lifelong recreation skills, to integrate participants socially in an athletic setting, and to foster a spirit of sportsmanship and fair play among participants and spectators. To accomplish this goal, the Intramural Sports Department offers a wide variety of team and individual activities. Teams and individuals participating in the Butler University Intramural Sports Program should do so with the attitude that good sportsmanship is an integral part of the activity. The rules and procedures set forth in this publication will be used as guidelines to apply toward the Intramural Sports Program. The Intramural Sports Office reserves the right to amend, alter, or dissolve any of these guidelines or rules for the enhancement of the program. All participants are expected to comply with the spirit as well as the letter of these rules.

Office Hours & Contact Information

Butler University Health and Recreation Complex

530 West 49th Street.
Indianapolis, IN 46208

Hours: Monday – Friday 9:00 AM – 5:00 PM

Office Phone: (317) 940-8514 Weather Hot Line: (317) 940-8888
HRC Control Desk: (317) 940-4HRC

Webpage: www.butler.edu/intramurals

2009-2010 Intramural Sports Staff

Administrative Staff

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Brock Ward			

Section 1: Eligibility

Each person, team captain, and/or chairperson is responsible for verifying the eligibility of all participants. The Intramural Sports staff does not automatically check eligibility. Questionable cases of eligibility should be referred to the Intramural Sports Department before that person participates.

Article 1: Classification Eligibility

Undergraduate Students: All undergraduate, full-time students are eligible to participate in the Intramural Sports Program.

Graduate Students: All full-time graduate students, including those with staff appointments, are eligible to participate in the Intramural Sports Program.

Faculty and Staff Members: All full-time faculty and staff members that have paid the Recreational Sports Membership Fee are eligible to participate in the Intramural Sports Program.

Part-Time Students: All part-time undergraduate and graduate students who have paid the Recreational Sports Membership Fee are eligible to participate in the Intramural Sports Program.

Miscellaneous: No Alumni or Community members may participate in Intramural Sports, even if they have paid the membership fee.

Article 2: Program Group Eligibility

If otherwise eligible, any member or pledge of an intramural organizational program may represent that program within Intramural Sports. An individual who, because of membership affiliation, is eligible to participate for more than one intramural organizational program or an independent program (e.g., residence hall unit and fraternity) may participate with the unit of his or her choice. However, no individual is allowed to play in the same sport in the same semester for more than one program. For example, a man living in the residence halls could play slow pitch softball for the residence halls and tennis for the fraternity. However, he then would be ineligible to play slow pitch softball for the fraternity and ineligible for tennis for the residence halls.

Men's Residence Hall: All men living in the residence halls are eligible for the Men's Residence Halls Program. Men from different Residence Halls are permitted to form teams in conjunction.

Women's Residence Halls: All women living in the residence halls are eligible for the Women's Residence Halls Program. Women from different Residence Halls are permitted to form teams in conjunction.

Fraternity: All students who are active members or pledges of a fraternity are eligible for the Fraternity Program. All individuals must be registered with the Dean of Students Office.

Sorority: All students who are active members or pledges of a sorority are eligible for the Sorority Program. All individuals must be registered with the Dean of Students Office.

Men's Open: If otherwise eligible, all Recreational Sports Center members are eligible for the Men's Open Program. No participant may compete in the same sport, in the same semester, in both Open and any organizational unit. Females are permitted to participate in the Men's Open Program.

Women's Open: If otherwise eligible, all women who are Recreational Sports Center members are eligible for the Women's Open Program. No participant may compete in the same sport, in the same semester, in both Open and any organizational unit. If there are insufficient registrations for the Women's Open Program, all teams or individuals will be placed in the Men's Open Program. No women may participate in a Men's Open program and a women's organizational unit for the same sport.

Graduate, Faculty, and Staff (GS): If otherwise eligible, all graduate students, faculty, and staff members are eligible

Co-Recreational (Co-Rec): If otherwise eligible, all undergraduate and graduate, all faculty and staff members, and all part time students who have paid the Recreational Sports Membership Fee are eligible for the Co-Rec Program. Specific Co-Rec rules apply.

Article 3: Eligibility Restrictions

Club Sports Team Members: Club athletes, who are recognized by the Club Sports Department as active members of a club (i.e. on the travel roster), will be limited in their participation within Intramural Sports. There shall be no more than two club athletes on a team for their respective sport. (*Exceptions for team sports with minimal players. See sport rules for specifics).

Professional Athletes: Any participant who is ineligible for varsity competition because of loss of amateur status is prohibited from competing in the intramural sport in which he or she has obtained professional status.

Varsity Award Winners: Any participant who was a member of a varsity squad at Butler, or any other college or university, is thereafter ineligible for intramural competition in that sport, or similar sport, for a period of one full academic year. An academic year is defined as fall, spring, and summer semester in that order. Any individual who attends the university on athletic scholarship or is on the active roster shall be considered as a Varsity Squad Member.

Competing on Two Teams: A player who is otherwise eligible may participate on one Co-Rec team and one men's or women's team respectively for the same sport per season. A participant establishes eligibility with a team by having their name on the activity scorecard. Should a person play for more than one team, their eligibility lies with the team they played for first.

Playoff Eligibility: To compete in the playoffs, an individual must have participated in at least one league game for that team or added to the roster before the last day of the regular season.

“Participated” is defined as the individual’s name being listed on the scorecard for the game. Unforeseen circumstances will be handled by the Intramural Sports staff on a case-by-case basis.

Assumed Names: No participant may participate in intramural sports under any name other than their own.

ID: All intramural participants must furnish their Butler University ID to the opposing team captain/official at every intramural activity. If a participant does not have their ID with them, he/she will not be allowed to play in that contest and will be asked to leave the facility. No other form of ID will be accepted. No exceptions! **No ID, No Play!!**

Article 4: Ineligible Participant Penalties

- Any person participating in an Intramural Sports activity who is found to be ineligible shall be suspended from that team or activity for the remainder of the season.
- Any person participating in an Intramural Sports activity under an assumed name shall be ejected from the game and will be ineligible until the completion of the reinstatement process. Students will also be referred to the Dean of Students Office for further disciplinary action.
- Any team using an ineligible player shall forfeit the contest(s) in which the ineligible player participated for that team.
- Any team using a player who uses an assumed name shall be suspended from that activity for the remainder of the season and placed on probation for the remainder of the academic school year. Violation of probation may result in expulsion from the Intramural Sports program.
- Organizations that use an ineligible player may face further penalties relating to points. Please refer to the individual program’s handbook.

Eligibility Questions: Before participating in the Intramural Sports Program, all questions about eligibility rules should be referred to the Intramural Sports Department.

Article 5: Player Identity

Team Activities: For all intramural league and playoff games, the participants must take their valid Butler ID cards to the field of play. Before entering a contest, players must report to the supervisor/officials and present their ID’s. The supervisor/official will record players’ names on the official scorecard and return ID’s.

An individual whose name appears on the official scorecard will be considered as having played in the contest. Thus, no player’s name should be placed on the official scorecard until the identity check has been conducted by the scorekeeper/official and the player is ready to enter the game. The rules and procedures for each sport should be checked for further clarification.

Individual/Dual Activities: Before beginning play, each participant is responsible for checking his or her opponent’s identity with the person’s valid Butler ID. The match should not proceed until identity is established.

Section 2: Captain Responsibilities

Article 1: Captain

Participants form their own teams and register during the appropriate dates and times as indicated in the semester calendar. One team member must be designated as captain.

Article 2: Responsibilities

The captain is a key link between the participants (team members) and the Intramural Sports staff, and is expected to assume the following responsibilities:

- Turn in all registrations to the HRC prior to the deadline.
- Represent, or see that the team/organization is represented, at intramural captain's meetings, sportsmanship/disciplinary hearings, and/or protest situations.
- Inform all team members of game time and location for every scheduled contest. **GAME TIME IS FORFEIT TIME!** Inform team members to show up 15 minutes prior to game time to keep contests on schedule. All game schedule information can be found online at www.butler.edu/recreation.
- Check eligibility of all team members according to the Intramural Sports Handbook. Be investigative of their eligibility status.
- Notify each team member that they must present a valid Butler ID before they can participate in the scheduled contest. **NO ID, NO PLAY, NO EXCEPTIONS!**
- The team captain is the only team representative that is allowed to discuss rule interpretations and player eligibility with the officials.
- Be familiar with rules, schedules, policies and procedures of the Intramural Sports Program and pass this information along to all team members. Verify team's record prior to the start of playoffs.
- Inform, educate, and stress to all players and spectators affiliated with your team the importance of demonstrating good sportsmanship prior to, during, and following all scheduled contests. All participants and spectators should refrain from verbally or physically abusing the game officials or Intramural Sports staff.
- Assist the Intramural Sports Department with the recruitment of individuals interested in and dedicated to sports officiating.
- Work with Intramural Sports staff to ensure a safe, fun intramural sports experience for all participants.

Article 3: How to Register

- Official registration forms, available online or at the HRC Control Desk, must be used to enter all Intramural Sports activities. Old registration forms will not be accepted. Registrations must be written legibly.
- The captain/chairperson must completely fill out the requested information at the top of the registration form, including program (fraternity, open, sorority, etc.), activity, team name, phone number, and email address.

- An individual/dual registration should contain the names, phone numbers, and email addresses of all individuals participating in the activity.
- Registration forms will only be accepted during the registration period.
- Registration is on a first come, first serve basis and space is limited.
- Registration forms received after the deadline will be placed on a waiting list.

Article 4: Captain's Meetings

- Selected activities have a captain's meeting. Please check the Intramural Sports website to find the dates and locations of these captain's meetings.
- The purpose of the captain's meeting is the dissemination of important information. Attendance is mandatory. Information includes policies and procedures, conduct, game day logistics, sportsmanship rating system, and general rules.
- Any team representative may come to the captain's meeting for their team and will be responsible for passing info along to the team.
- Failure to attend the captain's meeting will result in a forfeit. Teams will be dropped from the league after obtaining two no-show forfeits.

Article 5: Free Agents

Individuals who do not have a team are considered free agents. There will be a free agency page on Facebook "Butler University Intramural Sports" in which these individuals can post information and contact other free agents in order to form an intramural team. The individuals are then responsible for forming their own teams.

Section 3: Participant Safety

Article 1: Assumption of Risk

Many intramural sports activities present the inherent possibility of injury. Participation in the program is voluntary; individuals assume responsibility for their own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination to determine that they are physically able to participate. Medical insurance, which would cover expenses incurred in the event of injury, is strongly recommended.

Article 2: Blood Policy

If and when an Intramural Sports staff member or official observes that a player is bleeding, has an open wound, or has blood on his or her uniform, he or she will be directed to leave the game. The injured player is not to return until the bleeding has stopped, the open wound is covered, and bloody uniform is changed.

Section 4: Scorecards

Article 1: Official Game

The scorecard is the official record of score, rosters, and results. The first and last names of a team's current roster will be printed on the scorecards. The score, as noted on the scorecard, shall be considered final unless a protest has been filed.

The team captain or captain's designee has the responsibility of ensuring that:

- the sportsmanship grade is listed
- the score is correct
- the correct winner has been noted
- the roster is correct and complete, i.e. all team members (first and last names) who participated in that game are listed on the scorecard.

By signing the scorecard, the captain indicates that the scorecard is complete and accurate. Should the scorecard not be signed, the captain assumes the responsibilities for any inaccuracies.

Section 5: Request to Cancel

Article 1: Cancellation Procedures

If a team cannot attend a scheduled contest and no way exists to reschedule, the Intramural Sports staff can agree to the cancellation of the match. In order to cancel a game and avoid a no-show forfeit charge, the following procedures must be followed:

1. A representative of the team must complete a cancellation form at the Health and Recreation Complex prior to 2:00 pm the day of the contest. For games scheduled for Sunday, cancellations must be cleared before 2:00 pm on the preceding Friday.
2. Cancellation requests may be called in.
3. The Intramural Sports staff will try to contact the other scheduled team to inform them of the cancellation.

Section 6: Rescheduling

Article 1: Rescheduling Procedures

If a team cannot play during their regularly scheduled time, the Intramural Sports staff can agree to reschedule the match. In order to reschedule a game and avoid a no-show forfeit charge, the following procedures must be followed:

1. A contest can only be rescheduled by the agreement of representatives from both teams.

2. A representative of both teams must complete a Rescheduling Form at the Health and Recreation Complex prior to 2:00 pm the day of the contest. For games scheduled for Sunday, postponements must be cleared before 2:00 pm on the preceding Friday.
3. If the form is completed at different times, it is the responsibility of the first captain to contact the Recreational Sports Office to verify that the game has officially been rescheduled.
4. Rescheduled games are not official until both representatives sign off.
5. Rescheduling is limited to available time, space, and personnel.
6. Captain contact information will also be made available online.

Section 7: No-Show Forfeits

Article 1: Game Time

GAME TIME IS FORFEIT TIME! Any team failing to report, “**ready-to-play**”, at the scheduled starting time shall forfeit to their opponent. All teams should arrive **15 minutes prior** to the scheduled start of the game to check in, complete the scorecard, and get the necessary equipment for the game. The Intramural Sports staff maintains the official time at each activity area and determines forfeit time.

The “**ready-to-play**” rule for intramural activities calls for each team to have a minimum number of players present and to have its lineup properly recorded on the official scorecard. The minimum number of players required is given in the rules for each team activity.

Article 2: Claiming a Forfeit

A team claiming a forfeit must be present at the scheduled game time and ready-to-play. The team must record its lineup, sign the scorecard, and state “forfeit” on the scorecard. Forfeits must be claimed at the time of the scheduled contest. Forfeits may not be claimed after that time.

If the designated home team/equipment team forfeits a scheduled contest, its opponents must obtain the scorecard at the appropriate place and claim a win by recording its lineup, signing, and stating “forfeit” on the official scorecard.

League Play: If neither of the teams arrive by the scheduled game time, the game will be recorded as a double forfeit and each team will be given a loss and a no-show forfeit on their record.

Playoffs/Single or Double Elimination Play: If neither of the teams arrives by the scheduled game time, the game will be recorded as a double forfeit and neither team will advance to the next round.

Article 3: Forfeits & Sportsmanship

Any team receiving a win by forfeit will be awarded an “A” sportsmanship rating. No sportsmanship rating will be assigned to the forfeiting team.

Article 4: Limit of Forfeits

Any team that forfeits two of its scheduled rounds in league play shall automatically be forfeited from the remainder of the league. It shall forfeit to its opponents all remaining games. Missing the mandatory captain's meeting counts as a forfeit.

Section 8: Inclement Weather

Article 1: Cancellation of Activities

Intramural Sports activities are subject to cancellation due to poor weather conditions and/or unplayable field/court conditions. In the event of inclement weather, the Intramural Sports Weather Hotline will be updated with a message regarding game status. No decision will be made until 2:00 pm the day of the inclement weather. Additionally, the Intramural Sports Supervisor may cancel games, if necessary, after 2:00 pm. The Intramural Sports Department will reschedule cancelled games only if time, space, and personnel exist. Teams should check the online schedule for rescheduled game information. The Intramural staff **WILL NOT** contact captains to inform them that games are cancelled due to weather.

- WEATHER HOTLINE: (317) 940-8888

Article 2: Cancellation of All Activities

If at any time the University is closed due to weather or other related emergencies, all intramural activities will be cancelled.

Section 9: Sportsmanship & Player Conduct

Article 1: Team Name & Uniforms

The Intramural Sports Department reserves the right to change any team name that is deemed inappropriate or offensive to participants (including, but not limited to, names involving profanity or of sexually implicit nature). Please use the proper judgment when selecting names and uniform artwork. Our goal is a pleasant, fun atmosphere for everyone competing. If you are unsure if a team name or t-shirt artwork will be acceptable, please contact the Intramural Sports Office and ask.

Article 2: Unsportsmanlike Conduct

Players shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to, arguments with officials and staff by any player, coach, manager, or spectator (flagrant fouling, fighting, etc. before, during or after a contest). No player, coach, or team shall:

- Use foul or derogatory language, threaten, or verbally abuse any other participant or Intramural employee before, during or after the game. This includes trash talk.

- Participate in a game for which he/she is ineligible.
- Argue or talk back to the game official. Only the captain may address the official and only if done so in a courteous manner.
- Intentionally strike, push, trip or flagrantly foul another player.
- Mistreat the facility, equipment or supplies of Butler University.

Zero Tolerance Policy

The IMSP in conjunction with Butler University has adopted a ZERO TOLERANCE policy for unsportsmanlike or abusive behaviors by players or participants.

Article 3: Ejection Procedure

Any player, coach, or fan ejected from an intramural game for any reason must leave the playing area immediately after information is obtained by an Intramural staff member. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person.

Any participant, coach, or fan that is ejected from a Butler University Intramural Sports Program contest is **immediately ineligible** from further competition in all Intramural Sports Programs until he/she meets with the administrative staff member in charge of that activity. It is the individual's responsibility to schedule an appointment promptly with the Recreational Sports Office to review his/her behavior. Individual suspensions are effective only after meeting with the administrative staff (i.e., no self-imposed penalties). Contact the Intramural Sports Office at (317) 940-8514 between 9:00 am and 5:00 pm on Monday through Friday to set up an appointment.

Cases involving physical abuse of or between participants and/or spectators and Department of Recreation staff may be referred to the Office of the Dean of Students for possible action.

Article 4: Sportsmanship Ratings

Our purpose is to provide exercise, recreation, and fun to our participants in a relaxed, yet structured environment. Everyone is encouraged to play to the best of their abilities, but cheating, verbal and physical abuse, and a win-at-all-cost attitude is considered inappropriate. Having these principles of sportsmanship in our foundation is necessary to facilitate the spirit of competition. Therefore a team sportsmanship rating system has been developed to encourage ethical conduct at all Intramural Sports contests. The following rating system will be used as a guideline:

“4” Excellent Conduct and Sportsmanship – Team members cooperate fully with the officials and opposing team members. The captain calmly converses with officials about rule interpretation and calls. The captain also has full control of his/her teammates.

“3” Good Conduct and Sportsmanship – Team members verbally complain about some decisions made by the officials and/or show minor dissension but overall, the captain has control over his/her teammates. Teams that receive a penalty for conduct will receive no higher than a “3” rating.

“2” Average Conduct and Sportsmanship – Team displays verbal dissent towards officials and/or the opposing team. Captain exhibits minor control over his/her teammates. Teams receiving multiple conduct penalties will receive no higher than a “2” rating.

“1” Poor Conduct and Sportsmanship – Teams constantly comment to the officials and/or opposing team from the court and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. A team that has one player ejected will receive no higher than a “1” rating.

“0” Unacceptable Conduct and Sportsmanship – Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. Any team causing a game to be forfeited by unsportsmanlike behavior, or receives multiple player ejections shall receive an “0” rating. The captain of any team receiving an “0” rating must make an appointment with an Intramural Administrative Staff Member before further play will be permitted.

Article 5: Playoff Eligibility

A team must have a 2.75 or better sportsmanship rating during regular season to be eligible for the playoffs. The following are general examples:

Ineligible for Playoffs			Eligible for Playoffs		
Contests	Ratings	Values	Contests	Ratings	Values
First	3	3 points	First	4	4 points
Second	4	4 points	Second	3	3 points
Third	1	1 points	Third	2	2 points
Fourth	2	2 points	Fourth	3	3 points
10 points/4 games		2.5	12 points/4 games		3.0

Any team that receives an “0” rating during the regular season will not be eligible for playoffs

Article 6: Playoff Sportsmanship Ratings

If a team receives an “0” Sportsmanship rating they will be eliminated from the playoffs. Any team that receives a “1” Sportsmanship rating must meet with the administrative staff member in charge of the program to discuss the rating before further play in the playoffs will be permitted. Failure to meet will result in an automatic forfeit from further play. Any team receiving a second “1” rating will be eliminated from the playoffs.

Article 7: Special Situations

Teams winning a contest by forfeit or because opponent forfeited out of the league will receive an “4” rating. A team losing a contest by forfeit will receive no rating for that contest.

!!SPORTSMANSHIP IS CONTAGIOUS...BE A GOOD SPORT!!

Section 10: Protests

Article 1: Rule Interpretation Protest

Questions pertaining to interpretation of rules on the part of activity officials must be resolved by the Intramural Sports Supervisor in charge at the time the interpretation occurs and prior to the next live ball. If the team continues to play, the protest will **NOT** receive consideration. No protest will be accepted which involves the judgment of the officials. The procedure shall be:

1. If a team/participant feels the official has made a misinterpretation of a rule, the team captain shall calmly and immediately request a “time out” and inform the official that he/she wishes to protest.
2. The game official shall explain his/her ruling. If the team captain is dissatisfied with the explanation of the ruling, the Intramural Sports Supervisor should be called to the game site.
3. If corrections are necessary, the Intramural Sports Supervisor in charge shall rule immediately. Error in interpretation by the Intramural Sports Supervisor in charge is subject to a formal written protest.
4. If the team captain still does not agree with the decision of the Intramural Supervisor, a Protest Form should be obtained and completed according to Section 10, Article 3 (Filing a Formal Written Protest). The supervisor will then assist the team in filling out the form with all pertinent game information (score, time, possession, etc).
5. The game will continue from this point forward “under protest” and the opposing team shall be notified.

Article 2: Eligibility Protest

Any protest concerning player eligibility in a contest in which the protesting team participated must be filed according to Section 10, Article 3 (Filing a Formal Written Protest). A Protest Form should be obtained at the game site or the Intramural Sports Office. When protesting eligibility, a team must protest a specific individual(s). Entire teams cannot be “blanketed” by protest. If a player is found to be ineligible, his or her team will forfeit all matches in which the ineligible player was signed in on the scoresheet. If a player is determined to be ineligible after the protest deadline, that player will be unable to participate in future contests. The team, however, will not incur a forfeit.

Article 3: Filing a Formal Written Protest

A team captain who wishes to file a formal written protest must first obtain a Protest Form from the Intramural Sports Supervisor at the game site or from the Intramural Sports Office. A protest is not considered official unless it is submitted (by the protesting team) to the Intramural Sports Office no later than 12:00 Noon the next business day following the activity.

The Intramural Sports Office will rule on protests the following business day by 5:00 pm. The ruling will be sent, in writing, to the team captain. If a game is to be replayed or restarted from the protest point, the Intramural Sports Department will schedule the make-up.

Section 11: Official Information

Article 1: Information from Staff

Only information obtained from a member of the professional administrative staff or received in written form is official. The Intramural Sports office staff can also answer most questions and provide written information.

Section 12: Top Dawg Participation Points

Article 1: Point System

Top Dawg Championship Award

This award is presented one male and one female organization or team for accumulating the most points during the fall and winter/spring semesters combined. Points are awarded according to the Intramural Sports Program Top Dawg Point System, which includes participation, performance, and sportsmanship categories. The runner-up team is also presented an award.

Participation in a scheduled contest (playoff or regular season) by a team, the team shall receive 10 participation points. Failure to participate due to a forfeit/no show shall result in negative points. A win by forfeit is considered a successful participation, and 10 points shall be awarded to the team earning the win.

10 points for attending captain's meetings

10 points for every game won

5 points for every game played and lost

-10 points for a No Show

-25 points if a team is dropped from the league.

All other points accrued for that team, for that sport, will be wiped out.

League/division standing points

1st place – 50 points
2nd place – 40 points
3rd place – 30 points
4th place – 20 points
5th place – 10 points

Playoff tournament points

1st place – 100 points
2nd place – 80 points
3rd place – 60 points
4th place – 40 points
5th place – 20 points

Mixing team members between residents or Co-Rec teams

If a team is comprised with people from different residents, the Top Dog Points will go to the one residence listed by the captain.