Intramural Sports
Participant Manual
2015 – 2016

**Changes from Captain’s Manual 2014-2015 have been highlighted**

Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Name</th>
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<tbody>
<tr>
<td>WFC Business Office</td>
<td>576.9375</td>
<td>Intramural Sports Director</td>
</tr>
<tr>
<td>WFC Welcome Desk</td>
<td>576.9376</td>
<td>Lauren Martini Olson – WFC 306</td>
</tr>
<tr>
<td>PEC Business Office</td>
<td>777.5261</td>
<td><a href="mailto:martini@sc.edu">martini@sc.edu</a></td>
</tr>
<tr>
<td>WFC Equipment Issue</td>
<td>576.9398</td>
<td></td>
</tr>
<tr>
<td>PEC Equipment Issue</td>
<td>777.3878</td>
<td>Intramural Sports Coordinator</td>
</tr>
<tr>
<td>WFC Athletic Training Clinic</td>
<td>576.9385</td>
<td>Don Mills III – WFC 201D</td>
</tr>
<tr>
<td>RecCheck (weather hotline)</td>
<td>777.5725</td>
<td><a href="mailto:millsdf2@mailbox.sc.edu">millsdf2@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Intramural Sports Office – WFC 201D</td>
<td>576.9387</td>
<td>Intramural Sports Intern</td>
</tr>
<tr>
<td>Monday-Friday (10a-5p)</td>
<td></td>
<td>Jamie Kemp – WFC 201D</td>
</tr>
<tr>
<td>Sunday (11a-2p)</td>
<td></td>
<td><a href="mailto:kempjv@mailbox.sc.edu">kempjv@mailbox.sc.edu</a></td>
</tr>
<tr>
<td><a href="mailto:intramurals@sc.edu">intramurals@sc.edu</a></td>
<td></td>
<td>campusrec.sc.edu/intramurals</td>
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**Eligibility**

- University of South Carolina-Columbia students, faculty, and staff are eligible to participate in Intramural Sports activities.
  - All students, faculty, and staff who participate in Intramural Sports activities must be knowledgeable of the eligibility rules that govern their specific activity.
  - It is the responsibility of each team captain to understand these eligibility rules and communicate that knowledge to other teammates. Team captains must check the eligibility of each player on the team and make clear to the team the penalties for using ineligible players.

- Students in the English Programs for Internationals (EPI) & Gamecock Gateway are eligible to play in on-campus intramural sport events.

- Spouses are eligible to participate if they have a valid USC-Columbia spouse ID card.

- Faculty, staff, and spouses must also have access to the game site in order to participate. (Membership to the Blatt PEC or Strom WFC will be needed.)
  - Leagues and tournaments affected by this policy are indoor soccer, volleyball (sand and indoor) basketball, dodgeball & floor hockey

- No Intramural Sports team may exceed 2 of any combination of the following sport club, varsity, or professional players in their sport or related sport on their roster (please contact Intramural Sports office for questions or clarifications). Exception: softball may have 3.
  - Sport Club athletes are defined as those participants who appear on the dues paid roster for the current semester. These rosters are maintained by the Sports Clubs Director.
  - Varsity athletes are defined as being on the roster and participating in organized practices or games at the varsity level in the past 3 years.
    - Varsity athletes may not participate in their sport or a related sport until after the end of the semester in which they participated at the varsity level.
      - If a first year varsity player leaves or is dropped from the varsity team prior to the first game of the year, that player is eligible to participate without restriction.
  - Professional athletes are defined as being on the roster and participating in organized practices or games at the professional or semi-professional level in the past 5 years.
    - Professional athletes may not participate in their sport or a related sport until 1 year has lapsed since they have permanently terminated their active participation at the professional or semi-professional level.

**Captain’s Responsibilities**

When registering, a captain must be listed. The captain is the official liaison between the team and Campus Recreation. The captain is also the person to whom communication/correspondence will be directed. Specific responsibilities of the captain include:

- Registering your team in the Intramural Sports office (Team name, captain and co-captain’s contact information, and full payment).

- Creating your team on www.imleagues.com prior to the required date. See directions below.

- Successfully completing the online Captain’s quiz on www.imleagues.com.

- Downloading the REC*IT app and informing his/her team to do so. REC*IT is the official mobile app of imleagues.com and will provide intramural participants with the latest USC intramural sports updates right to their phones. More information can be found about REC*IT at www.recitcollege.com.

- Notifying team members of rules, playing schedules and changes, eligibility policies and ensuring that the team is in compliance.

- Ensuring all teammates have signed the team waiver prior to playing.

- Representing the team in the case of protests.
• Promoting good sportsmanship and fair play before, during, and after games for all team members and spectators.
• Informing all members of his/her team of the proper process if a team member is ejected from an Intramural Sports activity.
• Signing up for as many intramural sports as possible 😊.

**Participant’s Responsibilities**

All participants are encouraged assist their team’s captain with the organization of their intramural sports team. Intramural sports are only fun if both teams show up to their scheduled game time with enough players to compete. Every participant can do their part to prevent forfeits and keep the games fun. Specific responsibilities of participants include:

• Registering for your team’s roster on www.imleagues.com prior to the start of your first game. See directions below.
• Successfully completing the online Participant’s quiz on www.imleagues.com.
• Downloading the REC*IT app and informing his/her team to do so. REC*IT is the official mobile app of imleagues.com and will provide intramural participants with the latest USC intramural sports updates right to their phones. More information can be found about REC*IT at www.recitcollege.com.
• Assisting with notifying team members of rules, playing schedules and changes, eligibility policies and ensuring that the team is in compliance.
• Sign the team waiver prior to playing.
• Promoting good sportsmanship and fair play before, during, and after games for all team members and spectators.
• Signing up for as many intramural sports as possible 😊.

**www.imleagues.com**

All participants must have a [www.imleagues.com](http://www.imleagues.com) account in order to participate in Intramural Sports activities. Participants can follow the steps below to create their accounts and sign up to play!

• **How to create an [www.imleagues.com](http://www.imleagues.com) account**
  o Go to [www.imleagues.com](http://www.imleagues.com), at top right corner of page, click “CREATE ACCOUNT”
  o Select “University of South Carolina“ from the dropdown box and proceed to fill out all required information.
  o Follow instructions to verify email address and activate account.

• **How to sign up/join your team in [www.imleagues.com](http://www.imleagues.com)**
  o Click “Register” at top right corner of page
  o Select appropriate link; “create a team” “join a team”, or “join as a free agent”
  o Select appropriate sport
  o Click on league registered for (Men’s CoRec, Women’s, Fraternity, Sorority, Elite/Premier)
  o Click on division registered for (listed by day and time)
  o Enter team name
  o Check the box
    • Agree to Terms and Conditions
  o Submit your team

• **Invite team members to join your team**
  o Click “Invite team members”
  o Input email addresses and hit send
**Team Rosters**
Players must be on the team’s roster on www.imleagues.com prior to participating in their game. Participants can be added to a team at any point prior to play-off cut-off. All players must receive a 100% on the sport quiz in order to join the roster. Sport quizzes can be taken as many times as needed in order to achieve a score of 100%. We require all participants to complete sport specific quizzes for every team they join in order to make sure everyone is as prepared for the season as possible.

Captains are responsible for ensuring all teammates are on the roster prior to entering the game. Captains may add as many players as they desire during the regular season provided those players meet the league’s eligibility requirements.

- Players may participate on only one gendered team and one CoRec team in a specific sport
  - A male may not play for a Fraternity & a men’s team
- The first team roster that a participant’s name appears on is the only team that the participant may compete for. Signing in for another team may result in a forfeit for that team.
- If a men’s or women’s league is not offered or filled in a sport, participants have an option to participate in the other gendered league.
  - If a women’s floor hockey league is not filled, women may participate on men’s teams.
  - The ratio of that team may not equal or be greater than the CoRec ratio.
- Teams participating in the following divisions are subject to the additional restrictions:
  - Fraternity – Only new and active members may play on a fraternity team. Each fraternity may have only one team in the fraternity division. Additional fraternity teams may play in any of the Men’s divisions.
  - Sorority – Only new and active members may play on a sorority team. Each sorority may have only one team in the sorority division. Additional sorority teams may play in any of the Women’s divisions.
  - Only members listed in the Office of Fraternity and Sorority Life may participate on fraternity and sorority teams.
  - All fraternity and sorority teams earning points for the Greek Point Championship should be named after the chapter.
- The Intramural Sports staff will make final decisions on determining eligibility. It is advisable to consult the Intramural Sports office before participation if questions arise.

**Rainouts and RecCheck**
The RecCheck hotline (777-5725) is used primarily to inform participants of canceled games due to inclement weather and field conditions. In the event of inclement weather or subsequent poor field conditions that force the cancellation of games, the RecCheck hotline will be updated with a new message indicating the cancellation and any other important information pertaining to games.

- Please pay close attention to the date as RecCheck is only updated when games are cancelled (so it always says games are cancelled).
- Please play close attention to your sport, as some locations will be cancelled before others.
- Most cancellations will not be made until 3p (Mon-Thu) & 12p (Fri & Sun). We delay in hopes of being able to play.

Other ways to find out the latest intramural sports weather updates include:

- Notifications through your USC email account
- Following us on Facebook at Intramural Sports @ USC
- Following us on Twitter at USCIntramurals
- Notifications through the REC*IT app
Rainouts typically will NOT be made up due to a limited amount of time and space to complete the season. In the event that space permits, an Intramural Sports staff member will contact teams that were rained out in an attempt to reschedule.

- Games may not be rescheduled if teams are unable to play due to other University functions including class, formals, trips, or other student organization events. The more advance notice the Intramural Sports Professional Staff have of the conflict, the more likely they are to be able to reschedule.

**ID Check**

All participants must bring their valid USC-Columbia Carolina Card to every game. Campus Recreation staff retains the right to inspect IDs at any time.

- NO ID, NO PLAY, NO EXCEPTIONS

**Equipment/Jewelry**

For most sports, equipment is provided by the Intramural Sports program

- Some sports require participants to use the equipment provided by the Intramural Sports program.
- Some sports allow participants to use their own equipment, as long as it is approved by Intramural Sports staff and the opposing team.
- In some sports, not all equipment will be provided and participants are asked to provide it themselves or check it out from equipment issue (at Blatt PEC or Strom WFC).
- Please contact the Intramural Sports office for specifics.

The Intramural Sports program prohibits the wearing of jewelry for safety reasons.

- The only pieces of jewelry that will be allowed are medical alert bracelets/necklaces or jewelry with religious affiliation that are taped down. Please do not ask Intramural Sports staff members to keep up with your jewelry. The Intramural Sports staff is not responsible for any pieces of jewelry lost during competition.

**Injuries/Liability**

All participants must sign a waiver prior to competing or participating in any and all Intramural Sports activities.

- Participation in the Intramural Sports program at USC is a purely voluntary activity, and individuals participate at their own risk. Participants should be aware of the possibilities for bodily, mental, and emotional injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.
- Information regarding the student insurance program can be obtained from the Student Health Center (777-3174).

**Forfeits/Defaults**

All intramural sports will follow the “GAME TIME IS FORFEIT TIME” rule. This rule states that if a team does not have the minimum number of starting players within the visual confines of the playing surface by game time, they will forfeit that match.

- *Exception: If a team checks into their game with one less than the minimum number of players to start (For example 7 players for a softball game when 8 are required to start), they will be given a default for the game as they made a genuine effort to field a team.*
- A team that forfeits twice during the regular season may be dropped from the league.
- If a league team forfeits, during the regular season, they will have 3 business days to come into the IM Office and pay a $15 re-entry fee. If this fee is not paid by 5pm on the designated date, this team will be dropped from the league. If they do pay, they will still have a forfeit on their record, but they will not be withdrawn from the league. If they do not pay, they will be withdrawn and the IM office will either fill their spot with a waitlist team or proceed as normal for the league.
Ex: If an indoor soccer team forfeits a game on Monday @ 7pm, they have until Thursday @ 5pm to pay the re-entry fee in the IM Office

A default occurs when the captain of a team contacts the Intramural Sports Office by at least 3pm on their schedule game (or 12pm on Sunday for a Sunday game) and indicates that they will not be able to play. This will still count as a loss for the team defaulting.

- Each team may be allowed to use up to two (2) advanced defaults during the regular season.
- This allows the Intramural Sports staff to contact the opposing team captain and the staff to inform them the game will not take place.
- Teams that call to default after 3pm of the day they are scheduled to play (or after 12pm on Sunday for a Sunday game) are subject to receiving a forfeit as time is limited to contact the opponents and staff.

**Participant Feedback**

With the enormity of the Intramural Sports program, it is impossible for Intramural Sports Professional staff to be at every game or event. The Director and Coordinator rely on reports by the Intramural Sports Supervisors to keep informed of situations arising within the program. However, these reports may miss details in the situations. Participants are encouraged to submit a feedback report, found on the Intramural Sports website or by submitting suggestions and comments on the Intramural Sports surveys distributed during and/or after the regular season.

**Protests**

- **Rule Interpretations**
  - No protest will be considered which concerns the judgment of a staff member.
  - To be valid, a protest of a rule interpretation must be verbally registered with an official at the time the incident occurs. The game and clock will then be stopped. The staff shall separate themselves from the other participants and determine the correct ruling.
  - If either captain believes the staff’s ruling to be in error, s/he should inform the supervisor that s/he wishes to file a formal protest. The supervisor will give the captain the protest form. The protesting team captain then has until NOON the next business day to deliver the protest form to the Intramural Sports office.
  - The Intramural Sports Professional staff will rule on all written protests. If a rule interpretation protest is ruled valid, every attempt will be made to replay the game from the point at which the protest was lodged.
  - **No rule interpretation protests can be made on a previous play after the game resumes.**

- Participant Eligibility
  - Protests of alleged ineligibility should be made immediately to the staff rather than waiting to see the outcome of a game.
  - If an eligibility protest is made prior to a game and it can be determined that a player is ineligible to participate, he/she will not be allowed to participate. If the eligibility of the player in question can not be determined, the team captain has the option of using the player. However, if it is determined later that the player was ineligible, the team may forfeit the game.
  - If an eligibility protest is made during or immediately after the game, the protesting captain must complete a protest form with the sport supervisor and bring it to the Intramural Sports office by NOON the next day. The Intramural Sports Professional Staff will examine the protest and rule on the eligibility of the player in question.
**Tobacco, Alcohol, & Other Drugs**

- Use of alcohol or other drugs prior to or during any Intramural Sports programs will not be tolerated. Any person suspected of this use will be asked to leave the premises immediately. Further actions may also be taken.
- Use of tobacco of any kind during any Intramural Sports programs will not be tolerated. Any person suspected of this use will be asked to discontinue use immediately. Further actions may also be taken.

**Conduct & Sportsmanship**

- The Intramural Sports program realizes that games and events are very important to the Intramural Sports participants, but the importance should not be so great that good sportsmanship is overlooked. Our playing fields/courts are not venues for verbal and/or physical abuse towards any participant, spectators, or staff. To insure that fair play and good sportsmanship prevail, Intramural Sports staff (game officials, supervisors, and administrative staff) reserve the right to warn, penalize, and eject players, teams, or spectators for conduct deemed unsportsmanlike.
- At USC each student is responsible for upholding the tenets of the Carolinian Creed. The values espoused in the Carolinian Creed, including respect, leadership and integrity are important aspects of good sportsmanship. As participants of your intramural team, help uphold the Carolinian Creed by keeping your members accountable to their actions and demonstrating respect toward your opponents. For more information about the Carolinian Creed visit [www.sa.sc.edu/creed](http://www.sa.sc.edu/creed).

**Ejection Policy**

All participants that are ejected from an Intramural Sports activity will be immediately suspended from all Intramural Sports activities until reinstated by the Intramural Sports Professional staff.

- To be reinstated, the ejected participant must complete the reinstatement process emailed to them by the Intramural Sports Professional staff upon their ejection. This process includes both a written petition for reinstatement as well as a scheduled meeting with the Intramural Sports Professional staff.
- Penalties are effective after the meeting with the Intramural Sports Professional staff (i.e. no self-imposed penalties). The Intramural Sports Professional staff will determine the length of suspension for each incident that occurs based on information obtained from the officials, supervisors and participant ejected.
- Infractions that may result in ejection from Intramural Sports activities include the following:
  - Unsportsmanlike behavior
  - Verbal abuse
  - Unnecessary physical contact
  - Fighting (striking or attempting to strike)
  - Threatening behavior (verbal) towards an official or supervisor
  - Threatening behavior (physical) towards an official or supervisor
  - Individual playing under an assumed name
  - Individual playing illegally on two teams in the same gender division
  - Individuals playing after the consumption or suspicion of consumption of alcohol/drugs
  - Damage/Destruction of facilities or equipment
  - Other actions deemed necessary by the Intramural Sports/Campus Recreation staff
- The ejected player’s team will also lose the right to sub in for that ejected player. They will play the remainder of the game a person down.
Team Sportsmanship Ratings
Each team will be given an overall sportsmanship rating for each game by the Intramural Sports staff. The rating will be on a grade point scale “4.0”, “3.0”, “2.0”, “1.0”, or “0.0” basis. A general description of each rating and the behavior that constitutes each rating is listed below:

• 4.0 Rating – Excellent Conduct and Sportsmanship  
  o Players fully cooperate with all officials and other team members. The captain calmly converses with the officials about rule interpretations and calls. The captain has full control of their teammates, fans and bench throughout the contest. There is no dissension shown whatsoever.

• 3.0 Rating – Average Conduct and Sportsmanship  
  o Team members verbally complain about some decisions made by the officials and/or show minor dissension, which may or may not merit an unsportsmanlike conduct penalty.

• 2.0 Rating – Below Average Conduct and Sportsmanship  
  o Team members show verbal dissent (yelling, questioning calls constantly, etc.) towards officials and/or opposing team members from the playing field or bench that merits an unsportsmanlike conduct penalty. The team captain exhibits minor control over the teammates. The captain and participants may be asked to meet with a member of the Intramural Sports Professional staff regarding their behavior.

• 1.0 Rating – Poor Conduct and Sportsmanship  
  o Team member verbally complain about most decisions made by the officials and show incredible dissention, which merits an unsportsmanlike penalty. The captain has no control over himself or teammates. The captain and participants may be asked to meet with a member of the Intramural Sports Professional staff regarding their behavior.

• 0.0 Rating – Totally Unacceptable Conduct and Sportsmanship  
  o Team members are completely uncooperative. The captain has no control over themselves or their teammates. The captains and participants may be asked to meet with a member of the Intramural Sports Professional staff regarding their behavior and future participation in Intramural Sports activities.

Additional Rules Regarding Sportsmanship

• Forfeit Guidelines:
  o If the opposing team forfeits or defaults against your team, your team will receive a 4.0 sportsmanship rating.
  o If your team calls in and defaults, your team will receive a 3.0 sportsmanship rating.
  o If your team forfeits, your team will receive a 1.0 sportsmanship rating.
    ▪ In the end, your team’s record does not matter, as all teams make it to the playoffs in most of our sports, regardless of wins & losses. However, you can be kept out of the playoffs due to a low sportsmanship rating average. Please be sure all of your teammates are aware of this.

Playoffs
Playoffs will be held for each division in all team sports.

• In order to be eligible for playoffs, all teams must maintain a 3.0 sportsmanship rating throughout the regular season, can’t forfeit more than one game, and can’t default more than two games.
  o In spring sand volleyball, spring softball & 4v4 football, teams may not forfeit and must win at least 1 regular season game to be eligible for playoffs.
• Most playoffs will be a single elimination tournament.
Some men’s and CoRec divisions will be divided into two playoff brackets. Teams with a winning percentage above .500 will advance to the garnet (competitive) bracket, while the remaining eligible teams within each league will advance to the black (recreational) bracket.

If a team prefers to play in a different bracket, they may do so by contacting the Intramural Sports office and making that request prior to brackets being made. Exceptions and special requests regarding the bracketing process will be considered and made at the discretion of the Intramural Sports Professional staff.

- During playoffs, teams may play on different days and at different times than during the regular season. Teams may also play more than once per week (or even double headers). Teams should anticipate this and plan their rosters accordingly.
- If at any time during the playoffs, a team has a player ejected from a game, due to unsportsmanlike fouls, the game may be forfeited, regardless of time or score.

**Sponsorship**
The Intramural Sports program allows any team to seek sponsorship for their teams.

- Restrictions are placed on sponsorships deals with emblems, logos, or wording placed on jerseys.
  - No team shall have advertisements, logos, or pictures of alcohol or tobacco products or companies appear on their jerseys.
- Teams shall not be allowed to have anything profane or lewd appear on their jerseys.

**Rules Changes**
Campus Recreation reserves the right to put into effect any rules regarding Intramural Sports that it deems necessary.

- An attempt will be made to notify all participants and teams of such changes in a timely fashion.

**Job Opportunities**
The Intramural Sports program hires students to work as officials at the Intramural Sport activities.

- We provide the training and instruction and you provide the enthusiasm.
- If you are interested in obtaining a job with the Intramural Sports program, please get in contact with an Intramural Sports staff member or visit our website to view job descriptions at [http://campusrec.sc.edu/employment](http://campusrec.sc.edu/employment)