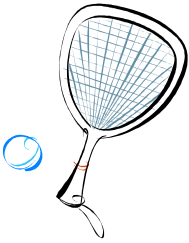
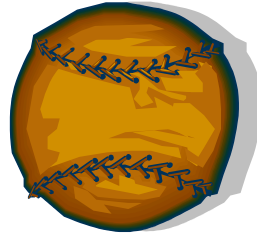


KU Intramural Sports Managers' Manual



2008-2009

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RECREATION SERVICES

MISSION STATEMENT

The Office of Recreation Services is a member of the Division of Student Affairs in the Department of Student Life. Recreation Services joins in partnership with the University of Kansas to improve the quality of life for students, faculty, staff, and their families by providing desired recreational programs and services.

To accomplish this mission, Recreation Services:

- provides diversity in programming & employment opportunities to meet the changing needs and interests of users;

- maintains safe, well supervised programs to ensure opportunity for participation by all;

- promotes the development of knowledge, interests and behaviors that lead to a healthy lifestyle; and

- offers programs and services at a cost that is affordable to users.

INTRAMURAL SPORTS PROGRAM

The Intramural Sports Program offers University of Kansas students, faculty, and staff the opportunity to actively participate in sports by providing an arena in which participants can compete against one another in a safe, friendly environment. It is our goal to provide at least one activity during the school year that appeal to every student. Competition is organized according to the type of activity: team sports, individual sports, dual sports, tournaments, and meets. So get some friends together, head down to the SRFC, and sign up for your favorite sports! Remember, this is your program!

INTEGRITY – The Right Choice

Recreation Services Staff

Mary Chappell - Director
Rick Rosenstengle – Facilities
Jason Krone – Sport Clubs & Programs
Jill Urkoski – Fitness/Staff Development
Amber Long – Fitness
Mike Dickey – Outdoor Pursuits
Roger Heimerman – Membership
Matt Beck – Intramural Sports
Judy Greenberg – Accounting
Mike Sinclair – Maintenance

Intramural Sports Staff

Ben Prah – Graduate Assistant
Max Freed – Supervisor
Evan Kafarakis– Supervisor
Nate Palermo – Supervisor
Zach White– Supervisor
Susie Williams– Supervisor
Brad Witherspoon-- Supervisor
Erin Wiley – Program Manager
Whitney Runer – Program Manager

Frequently Asked Questions

How much does it cost to play Intramural Sports?

- In order to continue to be able to offer the same programs, this year we will be reinstating entry fees for Intramural Sports. Fees differ for each sport, ranging from \$20 to no charge- so please see the Entry Fees listed later on in the manual. If you do forfeit a game, you will have to pay a \$10 forfeit fee before your next game to remain in the league. This must be done 3 working days before your next game (limited office hours on Saturday and Sunday)! If you do not pay within this time frame, your team will be replaced or removed from the league and the tournament.

What happens if I forfeit more than once?

- Any team that receives 2 forfeits in the same season will automatically be dropped from that league and the tournament. This will give us the opportunity to allow teams on the waiting list a chance to play.

How can I add players to my roster after the season begins?

- Teams may add up to 2 players to their roster at the game site on their scoresheet provided all eligibility criteria are met. Those players will automatically be added to your permanent roster in our office on the next day. This will give teams the opportunity to “pick up” a couple of players when they know that they may be short players. Players can also be added via the registration website. Be sure that they are not playing on two teams in the same division (ex: 2 Men’s Open teams) in that sport and that they are eligible to play according to our guidelines.

Is Intramural Sports hiring any new employees?

- New officials pay for Flag Football and Soccer (\$7.80/hour) and Basketball (\$8.10/hour)! We offer flexible scheduling, a fun working environment, and an opportunity to still play in that league. Other sports pay rates start at \$7.50 Apply online at <http://jobs.ku.edu> and plan on attending our Officials’ Clinic for more information.

How else can I find information on Intramural Sports at KU?

- As always, schedules and brackets are posted online (www.recreation.ku.edu/im) as well as the bulletin boards in the SRFC. Also- anyone interested in receiving information about the Intramural Sports program via e-mail can sign up and receive messages throughout the school year. Information includes: upcoming sports, entry deadlines, playoff meeting times/dates, and much more. This is a great resource for anyone interested in the program. Be sure and sign up today in Room 103 of the SRFC!

Scheduling Help

Confused about what you need to do in order to sign up your team? Follow these simple steps!

Step 1-Go to <http://kansas.imtrackonline.com> *Note: You must use Microsoft Internet Explorer to register on-line.* No other programs will work.

Step 2-Click on New Account (A screen with many demographic fields should pop up)

Step a-Enter a Login Name (Create this yourself)

Step b-Enter a password and re-enter the password in the field provided

Step c-Enter your Member ID (This is your 16 digit ISO number on the front of your university ID)

Step d-Enter your first and last name, phone number and email address

Step 3-Click Submit

This should then take you to a new screen- one in which you should see a few different frames. One frame will have your name across the top with email and phone number. On the left should be the current semester with a couple links for My Rosters and My Free Agent Status

Step 4-Click on the plus sign next to the current semester. That should then show a drop down menu for currently available sports with another little plus sign next to each sport. Click on the plus sign next to the sport you want to sign up for.

Step 5-This should then show "Days of Play" for that sport. If you click on the plus sign next to Monday, you will see the leagues available on Monday. The same goes for all other days. Click on the plus sign for the league in which you would like to sign up (Men's, Women's or CoRec). This will then show the different divisions that play on each day. Click on the division in which you would like to sign up a team.

**** For the Competitive Blocks ONLY- there is a limit of one (1) team per living unit (Greek organization or Residence Hall). There is no limit to the number of teams per living unit for Recreational Blocks.**

Step 6-That should bring up the division in the middle frame of your screen. There should be some spaces to register a team (unless the division is already full) If there is a spot available and you wish to register for that division, all you need to do is type in your team name and click the button "Buy Team". *(Important Note: It will not allow two teams to have the same name in any sport and you cannot use apostrophes in your team name. Also, putting an extra space in the name between two words will not count as a different name. Suggestion- If you want your team name to be Hawks and you have a men's and a corec team, enter one as Hawks Men and one as Hawks Corec)*

Step 7-This will then put that team into that block pending confirmation from our IM staff. It will also bring up a new frame at the bottom of the screen. This will display your team name, which league and day of play and division you signed for. There will also be three links next to that for 'Free Agent', 'Roster' and 'Delete Team'. By clicking on 'Roster' you can add players to your roster by inputting their ISO number in the Member ID field as well as their last and first name, which must be spelled exactly as it appears in the university database.

Step 8-Also in that same frame for adding players to your roster; you will note below that it says you can 'Lock Team for Others to Join' by typing and re-typing a Team Password. By locking the team and adding a password, you can give your friends a password and they can add themselves to the roster if you wish. The manager can also add all the players if he or she wishes, but if he or she does not lock the team, *any KU student can add themselves to the roster for that team.*

Go back up to Step 5 if you would like to sign up an additional team such as a CoRec after you sign up a Men's or Women's team

Now you must go pay your entry fee in the SRFC during the days and times listed on the Fall Sports Calendar. If you fail to pay the entry fee during these times, your team will lose the spot you signed up for and another team can take its place.

Last step: Attend the mandatory manager's meeting for the sport, get your schedule, learn the rules, and enjoy! *Note: If you do not attend the manager's meeting after registering, your team will be assessed a forfeit and be required to pay the \$10 forfeit fee before your team's first game.*

Note: You can go back to add players to your roster up until the last day of the regular season. To complete this- just add them as you did during the registration process. Make sure their name is spelled correctly and you have their current ISO number of their current university ID. (Hint: This ISO number changes with each ID you get, it does not stay the same like your KUID)

A Free Agent Database will be listed on the intramural website for users who would like to add players to their team or form a team.

***Registration is open on-line from 8am on the first day of registration listed to Midnight on the last day of registration listed. Registration space is limited- the earlier you sign-up your team the better picks you will have from the available blocks!**

Intramural Sports Policies and Guidelines

2008-2009

A. ELIGIBILITY

1. All currently enrolled Lawrence campus students (graduate or undergraduate) and currently employed Lawrence campus faculty and staff are eligible to participate in all Intramural Sports Activities. Faculty and Staff will have to be members of the SRFC for access to Intramural Sports that take place in the SRFC.
2. A player may play with only one team within a division during a particular sport. However, players are allowed to play with one team within each of the three divisions, if eligible. Therefore, an individual may legally be playing on as many as four (including CoRec) teams during a sport, as long as they follow the legal breakdown.
3. Varsity Athletes may not participate in their corresponding sports (football players: flag football/baseball players: softball, quickball/soccer players: 3 on 3 soccer, outdoor soccer, 2-ball soccer/volleyball: volleyball, sand volleyball/basketball: basketball, 3 on 3 basketball, holiday tournament/etc...) Sport Club athletes may participate in their corresponding sports but on a regulated basis. Only a maximum of 25% of the number of required players to start the contest at full strength can be comprised of sport club athletes in their sport. For example, in an 8 on 8 soccer match, a maximum of 2 players on that roster could be sport club soccer players.
4. For eligibility purposes, a player is considered a member of the first team on which the player participates within each division. If a participant is found to have played on more than one team in a division, forfeits, suspensions and/or expulsions could result for all parties involved (individual and/or teams).
5. Players must be listed on a team roster before they may play with that team. Players may be added to the roster, during Recreation Services Office hours, before the team's last regular season game. A team cannot make changes to its roster after the completion of their last regular season game.
6. A male must participate in a Men's League if offered. A female must participate in a Women's League if offered. However, if a Women's League is not offered, then a female has the option of playing on a Men's League.
7. Any player found to be playing under an assumed name will be barred from all Intramural Sports competition and may be reinstated only after favorable official action of the Intramural Sports Staff.
8. Players, coaches and/or spectators ejected from any Intramural contest for any reason are banned from all Intramural Activities until officially reinstated by the Intramural Staff. Please refer to "Disciplinary / Reinstatement Procedures".
9. The IFC or the Panhellenic Council may establish further eligibility requirements for Greek Divisions. These requirements are enforced in cooperation with the IFC and the Panhellenic Council.
10. The Intramural Staff has the right to suspend any team and/or organization that willfully use ineligible player(s). Team Managers and/or Intramural Managers are responsible for knowing the eligibility status of their players. Recreation Services staff members, officials and Supervisors are authorized to report cases of ineligible players competing illegally for more than one team, or any other inequities at any time. Teams may not play ineligible persons even by mutual agreement of team managers and other players on the team, unless they declare a forfeit at the beginning of the game!
11. During league play, all contests in which an ineligible player participated shall be recorded as a forfeit win for

the opposing team. During tournament play, the last contest in which an ineligible player participated shall be recorded as a forfeit win for the opposing team.

12. ID check - KUID's will be checked before every Intramural contest. When signing the scoresheet before a contest, participants will be asked to provide their KUID number. Then, before the game begins, Intramural staff (officials/supervisors) will check each KUID against the scoresheet. Those without the proper ID will not be allowed to play. Note: this process will take place for every contest, even those outside of the SRFC (KUID is required for entry into the SRFC).
13. All Managers listed on a team roster must be listed as a member of that team! This allows our office access to those directly involved with that team.

B. LEAGUES/DIVISIONS

1. Each Intramural Team Sport will be organized into three Leagues: Men, Women, and CoRec. Regular season blocks, in team sports, will be organized as follows: Men, Women, and CoRec. Playoff brackets for Men's and Women's Leagues will follow the three separate Divisions (Greek, Open, and Residence Hall). The divisional separations are provided in order to present an avenue for everyone to participate according to organizational interests and competitive desires. A limited number of sports and leagues will offer Competitive and Recreational designations for blocks. **The Intramural Sports Department reserves the right to amend or edit any team names that are deemed inappropriate by the department.**
2. Leagues with this designation (men's, women's or corec) must have 10 blocks offered to have competitive division(s). In order to have a competitive playoff bracket there must be 6 teams eligible to participate in the playoffs. Competitive and recreational playoff brackets will only be utilized in the Open division of men's and/or women's league playoffs.
3. Greek and Residence Hall teams that sign up in the competitive blocks for the regular season will be placed one level higher in the playoff draw for their respective playoff draw. This means that 2-1 competitive teams will be on the same draw "level" as 3-0 non competitive teams. This will be explained more at the playoff meeting.
4. The "competitive" blocks are designed for teams that want to play against other competitive, highly skilled teams. It is strongly suggested that everyone on a roster of a competitive team have a minimum of varsity level experience in said sport. The Intramural Sports Program reserves the right to reassign teams based upon performance in the regular season.
5. Greek Division teams include social organizations recognized by the Interfraternity Council and the Panhellenic Council. Greek teams must have the name of their Greek organization in their Intramural team name. Members of these teams must be undergraduate members of the fraternity or sorority they are representing. These teams compete for IFC/ Panhellenic points and may be subject to further eligibility requirements as dictated by the IFC/Panhellenic regulations.
6. Open Division teams may consist of any eligible player, regardless of unit affiliation.
7. Residence Hall Division teams shall consist of teams organized from residents of university operated residence halls and the Naismith Hall apartment building. Residence Hall teams must have the name of the Residence Hall in their Intramural team name. **Members of these teams must be residents of the residence hall they are representing.** Residence Hall Directors, Resident Hall Assistant Directors and Resident Assistants are eligible to play for the hall they represent.

C. BLOCK SCHEDULES

1. Most leagues will be scheduled with four or six-team blocks. After a round-robin regular season of three games within each block, all teams that are currently eligible to participate in tournament play will be placed in a single elimination tournament. Under this format, teams should play a minimum of four games per sport and

have an equal opportunity to advance in the playoffs.

2. Tournament games are not always scheduled at the same times that your team(s) played during the regular season. Teams should expect to play at different times during tournaments.
3. Rosters are “frozen” after a team’s last regular season game. Additions must be made before the last game in order for player(s) to be eligible. The IM Department reserves the right to make exceptions on a case by case basis.
4. Block Schedules are always posted on the bulletin boards in the SRFC and the Rec Services website. Please utilize these boards for all scheduling information. Tournament brackets will also be posted on these bulletin boards immediately following the Playoff Manager’s Meeting. Recreation Services Staff will not relay any scheduling information over the telephone.
5. Any team interested in changing a scheduled game must contact the Intramural Sports office. If there is time and space for the game to be rescheduled, the staff will then contact the opposing manager to see if the time change works for their team. Facility space is limited. Therefore, all change requests may not be granted. Final decisions on game changes lie with the Intramural Staff.

D. MANAGERS’ MEETINGS

1. For all major team sports, there will be a mandatory Manager’s Meeting after the completion of online registration. All rosters and schedules will be distributed at this meeting. Also Intramural staff will discuss all IM policies and procedures as well as rules for the respective sport. Failure to attend this meeting will result in the team being awarded a forfeit and will have to pay the \$10 forfeit fee before their first regular season game.
2. We also have Playoff Manager’s Meetings. At this meeting overtime procedures will be discussed and the playoffs will be scheduled. Playoffs will be scheduled using a “draw” procedure. Teams with the best record will place themselves in the bracket first (times/dates already filled in) and on down the line until all teams have placed themselves in the bracket. This is also a mandatory meeting for all teams so that you may schedule yourself in the playoffs. Times and dates for this meeting will be announced once we get closer to the end of the regular season for each sport.

E. ONLINE SCHEDULING

1. Sign-up online at www.recreation.ku.edu/im during the posted registration dates. Add players to your team’s roster(s) via the registration website. If you need assistance in utilizing the registration website please see the document located at <http://www2.ku.edu/~recserv/im/IMOnlineDirections.pdf>
2. Come into Room 103 SRFC to pay the entry fee at the designated time (See entry fees and times listed on page 5 and 7). Entry fees MUST be paid by the end of this designated time. NO EXCEPTIONS! Teams that do not pay the entry fee by this time will lose their spot in the sport and will be placed at the bottom of the waitlist if applicable.
3. At Noon on the day of the Manager’s Meeting any spots in leagues that have been vacated by non-paying teams will be opened to the waitlist teams.
4. Attend the MANDATORY Manager’s Meeting (times on page 7) for your sport. At this meeting we will distribute rosters that have been submitted for each team as well as go over sport rules and intramural policies and procedures. **Failure to attend this meeting will result in the team being awarded a forfeit and having to pay a \$10 forfeit fee before their first regular season game.** (Note: This would also count as the first forfeit. A second forfeit during the season and the team is dropped from the league.)
5. It is suggested that an individual only manage one team per sport. Many organizations elect or appoint Intramural chairs to help keep them current on Intramural events. If this is the case, the chair should be noted

as the co-manager on the roster of teams he/she is not playing on. Because the Manager must be listed on the roster and there are limitations on how many teams one person can play on, listing the chair as the co-manager will allow us to keep the contact with the chair.

F. FORFEITS/DEFAULTS

1. Game time is forfeit time! No Exceptions! The Intramural Supervisor determines official game time. Please have your team present, signed up, and ready to play by game time. This includes having the required number of participants at the site, completing the scoresheet and having jerseys and/or equipment checked out as needed. Forfeited contests will not be rescheduled.
2. The \$10 forfeit fee must be paid within three business days of your forfeit (Or by noon the day after the regular season ends if you forfeit your last regular season game). Any team that receives 2 forfeits in one league or does not pay their forfeit fee from their first forfeit will be dropped from that league. Forfeits are to be paid in Room 103 SRFC during normal business hours (M-F 8a-8p during normal hours and 8a-5p during reduced hours).
3. Organizations are responsible for forfeits of all teams representing the organization. Failure to pay the *forfeit fee* may result in all organization teams being dropped from play.
4. Any team knowing in advance that they will not be able to play a scheduled contest is provided the opportunity to default that contest.
5. In order for a contest to be considered a default, the team must contact the Intramural Staff at least 24 hours before the scheduled game time via phone or email at 864-0787 or imsports@mail.ku.edu, respectively. Weekend requests must be submitted by noon on the Friday preceding the game.
6. A team that defaults will receive a loss for that game but will remain eligible for the post-season tournament.

G. PROTESTS

1. Protests may be lodged for rules interpretation, application, or player eligibility. Under no circumstances will protests on officials' judgments be accepted. They also must be lodged before the next live-ball.
2. To register a protest the team captain must call a time-out and inform the official of their intent to protest. If after resolving the protest the official upholds the protest, the protesting team will get their time-out back. If the protest is denied, the time-out will be charged to the team. If no time-outs remain, a team may still protest. If the protest is not upheld the team will be charged the equivalent of an unsportsmanlike penalty or foul for delay of the game.
3. No protest will be accepted for consideration unless it is first registered with the official(s) in charge of the contest at the time the prompting incident occurs. Do not wait until the contest is completed to register a protest. The official(s) in charge of the contest will notify both parties whenever any protest has been lodged.
4. All protests will then be brought to the Intramural Supervisor's attention. He or she will make a ruling at that time. All protest decisions concerning rule interpretation and application made at the game site will be final!
5. If a protest concerning player eligibility remains unresolved, the Staff will then note the game conditions at the time of the protest and the contest will continue. The protesting team must then submit in writing a formal Protest Form. All forms must be received by Noon of the next working day. Forms must be submitted to the Intramural Staff, Room 204 SRFC.
6. Protests may be lodged for suspected player ineligibility. These protests may be made at any time during a particular sport. But, in order for the protest to affect the outcome of the game in question, the protest must be made prior to the beginning of the game.
7. Upon receipt of protest, the Intramural Staff will contact all parties involved. After compiling all necessary

information, a decision will be made and all parties will be informed. The decision of the Intramural Staff is final.

H. DISCIPLINARY/REINSTATEMENT PROCEDURES (See also: Sportsmanship Rating System following the Policies and Guidelines)

1. Contest participants who choose to follow unsportsmanlike practices before, during, or after a contest, whether directed toward an opponent, an official, a spectator, or an Intramural Sports staff member, may be ejected from that contest. The contest official, a supervisor or a staff member may administer the ejection.
2. A participant ejected from a contest must leave the playing site immediately and is automatically banned from all Intramural Sports activity until official reinstatement. No individual will be reinstated without first meeting with the Intramural Director or an appointed staff member (i.e. no self-imposed penalties). It is the responsibility of the ejected player to contact the Intramural Director and set up a meeting time! The Intramural Director will determine the period of any suspension after hearing all parties involved.
3. If the reinstatement meeting is not scheduled or completed within a 48 hour period, the ejected participant will be withheld from participating in any Recreation Services program or utilizing any Recreation Services facility.
4. Appeals on disciplinary rulings may be made in writing to the Associate Director of Programs within 48 hours of the original discipline meeting. The Associate Director will determine in what fashion he/she will hear the appeal, in accordance with standard university policies.
5. Each Manager is responsible for the conduct of the individual members of his or her team and spectators. The Manager and/or team may be liable to suspension for the actions of his or her team and spectators. Please refer to the Sportsmanship Policy following these policies and procedures.
6. A game will be automatically stopped in the event that team members enter the playing field without the consent of the Intramural Sports staff. Penalties include automatic forfeit, an unacceptable sportsmanship rating, and a possible season ending sportsmanship rating.
7. The Intramural Staff may suspend play during a contest at any time due to unsportsmanlike events. When a contest is stopped due to the unsportsmanlike actions of one team, the contest will be recorded as a forfeit win for the opposing team. When a contest is stopped due to the unsportsmanlike actions of both teams, the contest will be recorded as a forfeit loss for both teams. Further disciplinary actions against individual(s) and/or the team(s) may result from the unsportsmanlike behavior.

I. AWARDS

1. Winners of each Division will receive "Intramural Sports Champion" t-shirts. Winning teams will receive one T-shirt per team member on the official roster up to a maximum of one and a half the number of players required to start play for that particular sport. For example, the winning team in volleyball will receive a maximum of 9 awards, provided 9 or more players are on the roster.

J. INDIVIDUAL / DUAL SPORTS & TOURNAMENTS

1. Some sports are offered throughout the year on an individual/dual, meet, or tournament basis. Singles, Doubles and Mixed Doubles tournaments are available in a variety of sports. Entry for individual/dual sports, tournaments, and meets will be accepted during a 4-day open entry process. Entries for these events will be online at www.recreation.ku.edu/im.

K. INCLEMENT WEATHER

1. In case of inclement weather, the Intramural Staff will determine whether or not to play by 3:00 PM, Monday through Friday and by 10:30 AM on Saturday and Sunday. If a decision has not been made by the designated

times, all decisions will be made by the Intramural Supervisor on duty at the playing site. Games stopped at the game site due to lightning will not start until 30 minutes after the last strike.

2. Information concerning cancellation and postponement will be recorded on the Rec-Info Line and can be obtained by calling **864-3456**. Help us keep everyone informed by telling everyone on your team about this line. Please do not call our office to check on whether the games have been cancelled.
3. Every effort will be made to reschedule cancelled games. However, facility space and time may be limited. Therefore, at times, it may be impossible to reschedule games. Under extreme circumstances, refunds will be given to affected teams. Rescheduled games will be posted in a timely manner (usually 1-2 days). Please check the Intramural boards for your times. Due to facility and time restraints, rescheduled games may not be scheduled for the day of the week that your games are normally scheduled.

L. PROGRAM SUPERVISION

1. Intramural Supervisors will supervise all Intramural Sports offered by Recreation Services. These Intramural Supervisors have been instructed in Intramural policies, rules of play and have been certified in CPR. They will be of assistance to any participants who seek help.
2. In addition to the Supervisors, the Recreation Services Office assigns staff to handle general program matters.
3. If there are problems that cannot be handled by any of these individuals, the Assistant Director should be contacted through KU Recreation Services.

M. PARKING

1. When using the SRFC, please use Lot 90 (directly west of the SRFC) to park your vehicle. Reminder: this is a restricted lot between 8:00am and 4:00pm that requires a yellow parking permit. After 4:00pm, Lot 90 does not have any parking restrictions.
2. When participating in activities that take place at the Shenk Sports Complex (23rd & Iowa), please use the paved parking lot directly south of the fields. **DO NOT PARK ON THE DRIVE LEADING TO THE SOUTH LOT!!** This area needs to remain clear for emergency vehicles to enter the field when needed. The Park and Ride Lot to the north of the fields may also be used; however, participants should be aware of parking regulations and policies set forth by KU Parking and Transit.

N. SAFETY

1. The University of Kansas and Recreation Services strive to conduct all activities in the most prudent manner possible. However, due to the inherent risk of accident or injury in any activity, it is the responsibility of each participant to be aware that there are assumed risks involved in participation. The Intramural Staff and the Office of Recreation Services assumes no responsibility for injuries received during Intramural Activities. Participants are reminded that their participation is entirely voluntary.
2. It is strongly recommended that participants have satisfactory health status and accident insurance coverage to cover any injury that may occur.
3. Every program is designed to minimize the possibility of personal injury to the participants. All rules and policies have been carefully designed to fit the participants and the environment in which the activity is conducted. In addition, facilities are prepared to provide the highest level of safety possible.
4. To ensure the safety of the individual, other participants, staff, and spectators, any participant who is believed to be under the influence of alcoholic beverages or drugs will not be permitted to participate or remain on University property. Teams or spectators consuming alcohol and/or drugs or who have consumed alcohol and/or drugs before a contest will risk forfeiture of the game, being expelled from further play, and having further action taken against them through the appropriate university channels. Activity will cease without

complete compliance.

5. All equipment and/or facilities damaged or misplaced by participants are the responsibility of the team and/or individuals involved. The Assistant Director may charge replacement costs to the violating parties.
6. Because of safety concerns, participants must remove all jewelry prior to competing. This includes but is not limited to the following: earrings, nose rings, piercings, necklaces (including hemp), bracelets, rings, sunglasses, hats (stocking cap is ok), and bandanas. Glasses used for corrective purposes may be worn.
7. All students are expected to follow the "Student Code of Conduct" at all times during Intramural participation. These policies are outlined in the University of Kansas Student Handbook.

Sportsmanship Rating System

At the completion of each game the game officials and the Intramural Game Monitor present will evaluate your team and assign a Sportsmanship Rating. The Rating Scale will be: 4, 3, 2, 1, and 0. Outstanding sportsmanship will earn a team a 4 rating for that contest. Good sportsmanship will earn a team a 3 rating. Poor sportsmanship will result in a rating of 2, 1 or 0 depending on the level of sportsmanship. ***Conduct will be evaluated before, during and after the contest and will include players, bench personnel and spectators.***

IMPORTANT: All teams will start the game with a Sportsmanship Rating of a 3. A team must earn a rating of 4.

4 - Outstanding Sportsmanship & Conduct: All players cooperate fully with staff, officials and the opposing team throughout the course of competition. The captain respectfully converses with staff and officials when needed and has full control of his/her team. Captain and team members go 'above and beyond' to exhibit good sportsmanship

3- Good Sportsmanship and Conduct: Team members are in control throughout the contest. Sportsmanship and actions of team members are at acceptable levels. Team does not show any aggressive dissent towards staff or opposing team. No sportsmanship related disciplinary action is taken against any team member.

2 – Below Average Sportsmanship & Conduct: Limited verbal dissent towards officials, staff and/or opponents that may or may not result in a yellow card. Teams that receive a sportsmanship-related yellow card will earn no higher than a 2 rating for that contest. (See note below for definition of sportsmanship-related yellow card)

1 – Poor Sportsmanship & Conduct: Team members continually exhibit dissent towards officials, staff and/or opponents either on or off the playing field/court and/or sidelines. The team captain shows little control over the actions of his/her teammates or him/herself. Teams that receive multiple sportsmanship-related yellow cards or a red card (or 2 or more yellow cards that result in an ejection) would earn no higher than a 1 rating for that contest.

0 – Unacceptable Sportsmanship & Conduct: The team is completely uncooperative, out of control or shows no respect for staff and/or opponents. The team captain shows no control over the actions of his/her teammates or him/herself. Any team that receives multiple red cards will earn no higher than a 0 rating for that contest. The Manager of the team must also meet with the Intramural Director before the next contest and the team may face disqualification from the remainder of the season.

NOTE: Yellow card = Technical Foul in Basketball; Unsportsmanlike Conduct penalty in Flag Football, etc. (a yellow card for wearing jewelry or for failure to check in properly is not an unsportsmanlike act, and does not effect sportsmanship ratings or count toward forfeiture)

Special Situations

The following situations will result in the following scores being assigned:

Game not played nor rescheduled due to inclement weather or poor field conditions- **No score**

Team winning by forfeit or default- **4**

Team losing by default- **3**

Team losing by forfeit due to no show, lack of players or ineligible players- **2**

Unsportsmanlike behavior and forfeiture of game

Any team that receives 3 unsportsmanlike fouls/yellow cards during a single contest will forfeit the match to its opponent.

NOTE: Repeated display of “poor sportsmanship” (players from the same team repeatedly receiving “yellow cards” and “red cards”) will result in the team being ruled ineligible for participation and possible referral to the Vice Provost for Student Success office for further discipline consideration.

Review of Sportsmanship Grades

It is the manager’s right and responsibility to view his/her team’s Sportsmanship Rating after each contest. The game staff will be able to provide the captain with this information immediately after the contest. A team may appeal a rating by writing a letter containing all relevant information to the Program Staff. This letter must be submitted to the Intramural Sports Office by 12:00 noon the day following the game in question. **NO APPEALS** will be heard after that time.

Playoff Eligibility

A team must have a minimum cumulative Sportsmanship Rating of 2.5 during the regular season to be eligible for the playoffs.

To reward the teams that consistently exhibit good sportsmanship, teams that achieve a 4 sportsmanship rating in all scheduled league games will be “bumped up” one level in the playoff draw. Ex: A team that finishes the regular season with a 2-1 record and received all 4’s as their sportsmanship rating will be allowed to select their playoff draw as if their record was 3-0. Teams with a 1-2 record will move up to 2-1 and teams with a 0-3 record will move up to 1-2. *This will be explained further at the respective manager’s meetings.*

Playoff/Tournament Sportsmanship

Any team receiving a 2 rating during playoffs/tournaments must meet with the Intramural Director prior to their next game. Failure to do so will lead to their dismissal from the playoffs/tournament. Any team receiving a 1 rating for a playoff/tournament game will be eliminated from competition. **NOTE: This means ANY ejection means the game is over and the team with the ejected player loses regardless of the score at the time of the ejection. If an ejection occurs after or before the game is played, it is still treated in the same manner.**

EMPLOYMENT OPPORTUNITIES

The Intramural Sports Program employs over 100 University of Kansas students every year. Advantages for working with us include: flexible scheduling; convenient job location; meeting many new people; being involved with sports; earning extra money; and taking pride in one's campus activities! Come be a part of the action!!!

INTRAMURAL OFFICIAL

Responsible for effectively officiating intramural sports contests and the general safety of the participants. Must attend officials' meeting and clinic(s). Must be knowledgeable in general Intramural policies and procedures. An official will work mainly afternoon / evening hours Monday-Friday, various weekend hours, with possible early morning hours. Duties include but are not limited to the following:

- Pregame court / field set up
- Unbiased decisions based on training for that particular sport
- Verify score of all games worked with signature
- Check out equipment / jersey to teams
- Assist officials / supervisors in any matters concerning game worked
- Possible assistance with special events and field maintenance
- Begins at \$7.75 per hour depending on experience and sport (BB - \$8.35, FB/SOC - \$8.05, SFB/VB/FH-\$7.75)

INTRAMURAL GAME MONITOR

Responsible for assisting in the administration of the various intramural activities. Specialist will oversee one field/court during Intramural activities. Experience as an official or scorekeeper at KU or similar situation is preferred, but not required. A Specialist will work mainly afternoon / evening hours Monday-Friday, various weekend hours, with possible early morning hours. A Specialist must be certified in CPR or become certified within two weeks after being appointed. Duties include but are not limited to the following:

- Assist Supervisor in setting up of game site
- Check in participants, verifying KUID
- Keep score of game on field
- With assistance from officials, assign sportsmanship grades for teams
- Be first responder to injuries, with Supervisor assistance
- Assist with reports of injuries and ejections
- Be CPR/AED certified
- Check out equipment to teams on field (jerseys, flags, etc)
- Begins at \$7.90 per hour depending on experience.

INTRAMURAL SUPERVISOR

Responsible for on-site supervision and administration of the various intramural activities. Supervision will include multiple activities that can occur simultaneously. Must have a comprehensive knowledge of team sport and individual / dual activities and experience as an official or scorekeeper at KU or similar situation. A supervisor will work mainly afternoon / evening hours Monday-Friday, various weekend hours, with possible early morning hours. A supervisor must be certified in CPR and Basic First Aid or become certified within two weeks after being appointed. Must have a valid driver's license to operate a state-owned vehicle. Must be present at wrestling meet, swim meet, and supervisor staff meetings. Duties include but are not limited to the following:

- check out equipment / supplies to officials
- structuring and organizing activities for participants
- completing daily supervisory report and forms
- implementing risk management and first aid procedures when necessary
- provide leadership during injuries, rule protests, disciplinary matters, rule interpretation, and facility conflicts
- assist in the training / evaluation of officials through meetings, clinics, and field experience
- occasional field maintenance and office work
- pass all written official proficiency examinations with score of 90% or better
- utilize University communication devices
- Begins at \$8.50

INTRAMURAL PROGRAM MANAGER

Assist Program director and Graduate Assistant in programming for and administration of the Intramural Sports Program. Program Manager will work mainly day time hours Monday-Friday, with some evening, and various weekend hours and must be computer literate. Program Manager will not exceed 30 hours per week. Program Manager must be certified in CPR and basic First Aid or become certified within two weeks after being appointed. Involvement with national recreation or similar organizations encouraged but not required. Must have a valid driver's license to operate state-owned vehicles. Must be present at Supervisor staff meetings. Duties include but are not limited to the following:

- development of Policies and procedures
- facilities scheduling
- personnel scheduling
- implementation of payroll procedures
- complete administration of assigned sports
- identify and revise appropriate playing rules for activity
- create league sheets for instant scheduling
- create and distribute playing schedule
- Maintain season and tournament standings
- conduct managers' meetings
- communicate with staff regarding activities
- report and reply to incidents of unsportsmanlike conduct through established methods
- conduct informal evaluations of supervisors / officials
- prepare sport evaluation
- create sport summary folder
- risk and first aid management
- acquisition of supplies and equipment
- budgetary process
- utilize University communication devices
- \$9.00 per hour depending on experience

Please stop by our office in Room 204 in the SRFC for more information
about these jobs or call 864-0787.

STAY IN CONTACT WITH US!!!

INTRAMURAL SPORTS OFFICE

Room 204 SRFC

864-0787

INTRAMURAL SPORTS DIRECTOR

Room 206 SRFC

864-3270

INTRAMURAL SPORTS GRADUATE ASSISTANT

Room 204 SRFC

864-0788

REC INFO LINE

864-3456

(Rainout information after 3:00p M-F & 10:30a on weekends)

RECREATION SERVICES

Room 103 SRFC

864-1370

**Office Hours: Monday-Friday 8:00am-8:00pm,
Saturday and Sunday 11:00am-5:00pm**

