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Contact Information for Department of Campus Recreation and Wellness

Brian Mills

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Recreation and Wellness Center

- RWC Phone: 281-283-2330
- Website: <https://www.uhcl.edu/student-affairs/health-wellness/campus-recreation/>
- Email: campusrecreation@uhcl.edu
- Operating Hours For RWC
 - Monday – Thursday – 7 a.m. – 11 p.m.
 - Fridays – 7 a.m. – 6 p.m.
 - Saturdays – 10 a.m. – 6 p.m.
 - Sundays – Noon – 6 p.m.

Professional Discretion

The Department of Campus Recreation and Wellness administration will use professional discretion in decision making, when necessary, if it is deemed to be in the best interest of the program. Any issues or situations not addressed in this handbook will be left to the professional discretion of the Director. Any policy can be altered if, in the professional discretion of the Director, the policy is not explicit, is not accurate, or does not meet the “reasonable outcomes” test.

Departmental Guiding Principles

Departmental Mission Statement

The Department of Campus Recreation and Wellness creates educationally purposeful experiences through outstanding facilities, programs, and services that inspire University of Houston-Clear Lake students and community towards lifelong healthy habits to improve their overall wellbeing.

Departmental Vision Statement

Engaged Hawks soaring in health and happiness.

Departmental Service Statement

We create an inclusive and safe community through engagement, education, and empowerment.

Departmental Values

Promote **safety** through good stewardship and sound risk management practices.

Embrace **diversity** through inclusion and social involvement.

Foster **leadership development** through experiential opportunities and transformative learning.

Encourage **excellence** through high standards and personal accountability.

Instill **integrity** through teamwork and building trust.

Build **community** through meaningful relationships and positivity.

Encourage **holistic wellness** through education and engagement.

Holistic Health and Wellbeing Model

The Department of Campus Recreation and Wellness looks at each student through eight domains of wellness. Wellness is defined as the state of being in good health, especially as an actively pursued goal. Wellbeing is defined as the holistic state of being comfortable, healthy, or happy. Our department approaches wellness through the following eight domains of wellness.

University of Houston Clear Lake HOLISTIC HEALTH AND WELLBEING



IMLeagues Information

How to register your account

Registration for all Intramural Sports activities will take place online via <http://www.imleagues.com/uhcl>
All students wishing to participate in Intramural Sports must create an account with IM Leagues using their University-issued @uhcl.edu e-mail address.

How to create an imleagues account:

1. Go to <http://www.imleagues.com/Schools/UHCL/Registration> or visit www.IMLeagues.com and click **Create Account**.
2. Enter your information, **use your university email** (@uhcl.edu) and submit.
3. You will be sent an activation email, **click the link in the email to login and activate your account**.
4. You should be automatically joined to UHCL – if not you can search schools by clicking the “Schools” link.
5. ****Note**** IM Leagues offers a **live support button** on all pages; please use this button if you encounter any difficulties.

How to sign up for an Intramural Sport:

1. Log in to your [IMLeagues](#) account.
2. Click the Create/Join Team button at the top right of your User Homepage, or click on the “University of Houston Clear Lake” link to go to your school’s homepage on IMLeagues.
3. The current sports will be displayed; click on the sport you wish to join.
 - a. Choose the league you wish to play in (men’s, women’s, co-rec, etc...)
 - b. Choose the division you want to play in (ex: R2-Mon5/6/7 PM)
 - i. Games will be played once a week on designated nights and times.
 - ii. Game start times will be at starting on the hour and depending on the sport, the weather, and the number of teams in the league, times could vary each week within this time window.

Joining a Team on imleagues

You can join the sport one of three ways:

1. **Create a team (For captains)**
 - a. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.
 - b. If they’ve already registered on IM Leagues: search for their name and invite them
 - c. If they haven’t yet registered on IM Leagues: scroll down to the “Invite by Email Address” box and input their University issued email address.
2. **Join a team**
 - a. Use the Create/Join Team button at the top right of any page
 - b. Accepting a request from the captain to join his team
 - c. Finding the team and captain name on the division/league page and requesting to join
 - d. Going to the captain’s player card page, viewing his team, and requesting to join
3. **Join as a Free Agent**
 - a. You can list yourself as a free agent in as many divisions within a league as you’d like.
 - b. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

Intramural Sports registration deadlines are posted on the Intramural Sports page of the UHCL Campus Recreation and Wellness website as well as on the UHCL page at IM Leagues. (www.imleagues.com/uhcl)

Registering a team for a team sport

Once a team is created, they will be added to the waitlist. A team cannot move off of the waitlist until they have met the minimum requirements for team members. Once they have reached the required number of players, they will be verified on imleagues and the captain can then move to the desired pool or division. It is highly encouraged that teams get players on the roster as quickly as possible. Once a pool or division is filled, IMS Administration will not attempt to move teams out of that pool/division.

Team Names

Each team will have the opportunity to choose their team name. If more than one team requests the same name, the team which was created first will be allowed to use the requested name. When selecting a team name, teams are cautioned to:

- Ensure that the selected name is in good taste.
- Ensure the name is not offensive (in any language) to any individuals or groups.
- Campus Recreation and Wellness reserves the right to refuse any team name that is deemed to be inappropriate. If the team enters completion with an inappropriate name and we are notified, we will contact the captain to come up with a new name and until then, the team name will be replaced with the captain's name.

Rulebooks

All rulebooks will be posted on imleagues.com for all sports offered. We do not post the entire rulebook for all sports. Some sports have national rules like flag football, but most sports will be based on National High School Federation (NFHS) rules with campus exceptions. For most individual and dual sports, we will have a set of rules that outlines the format, but those formats and game specifics can be altered to meet the needs of the tournament.

Sport Formats

Depending on participation levels, sports will be classified into one or more of the following league groups:

- **Open**
 - In an open league, there are no restrictions on the number of men/women participating at one time.
 - A team roster can be all-male, all-female, or any combination of any gender.
 - A player may only play on ONE team in the open league, and is also eligible to play on ONE co-rec team (if available). A player on an open team may **not** participate on a men's, women's, or Greek team. Co-rec rules do not apply to open leagues.
- **Men**
 - In a men's league, all participants must be male.
 - A player may only play on ONE team in the men's league, and is also eligible to play on ONE co-rec team (if available). A player on a men's team may **not** participate on an open, Greek, or women's team.

- **Women**
 - In a women's league, all participants must be female.
 - A player may only play on ONE team in the women's league, and is also eligible to play on ONE co-rec team (if available). A player on a women's team may **not** participate on an open, Greek, or men's team.
- **Co-Rec**
 - In a co-rec league, sport-specific rules define the minimum and maximum number of male and female players that may participate at one time.
 - A team roster must include a mixture of male and female participants.
 - A separate set of rule modifications apply to co-rec leagues in all sports.
 - A player may only play on ONE team in the co-rec league, and is also eligible to play on ONE team from an open, men's, or women's (if available).

Eligibility for participants

In order to be eligible to participate in Intramural Sports, you must fall into one of the following three categories:

Students Eligibility

Any student who is currently enrolled for a minimum of ONE lecture class at UHCL for the current semester and has paid student fees.

Non-Student RWC Members Eligibility

Any person who is a current active member of the RWC is eligible to participate in intramural sports. This includes UHCL employees, alumni, family and friends, and adult dependents. No more than **two (2)** non-student members may participate on the same team without prior approval

Non-UHCL Affiliated Individuals

Individuals who are not enrolled UHCL students or not active RWC members are not eligible to participate in Intramural Sports.

Current/former Olympic and/or professional athletes

May **NOT** participate in their related intramural sport. An athlete is deemed a 'professional' if at any point they were given financial compensation for participating on a team in a professional or semi-professional league. This restriction remains in effect for five years from the last time the athlete received any financial compensation related to competition.

NCAA varsity athletes are defined as participants listed on the varsity roster (or "squad list") in the same or related sport for that academic year. Former varsity athletes must wait one complete "long" semester from the conclusion of the semester they last competed as part of an NCAA roster.

- For example, a member of the UH's Men's Basketball team during the Spring 2021 but has now transferred to UHCL. That player is not allowed to play any basketball related sport in intramural sports until Spring 2022.
- Athletes who have left their respective varsity team at any point before the mid-point of their final season can petition to be allowed to participate earlier if they choose. They can schedule a

meeting with [Campus Rec Administration](#) and schedule an appointment. If athletes were first time members and participated for fewer than three weeks, we will generally allow them to participate in IMS before the one semester is completed. However, each case is different and we will discuss in those meetings.

Professional / Olympic / NCAA Club	Related Intramural Sport(s)
Baseball/Softball	Softball/Wiffleball
Basketball	Basketball; Skills Competition; 3-on-3
Football	7-on-7 & 4-on-4 Flag Football
Bowling	Bowling
Golf	Golf Singles; Golf Doubles
Soccer	Indoor Soccer; Outdoor Soccer
Tennis	Tennis Singles; Tennis Doubles
Volleyball	Indoor Volleyball; Sand Volleyball

Ejected player eligibility

Any individual who has been ejected from a game and has not yet met with IMS Administration or any individual who is serving a suspension for an Intramural Sports ejection may not participate in any intramural sports competition until the suspension is completed. It is the responsibility of the ejected player to schedule an appointment. We do not allow “walk-in” ejection meetings, which means you can’t just show up and assume we can meet with you. Meetings must be scheduled.

- Ejected participants are not allowed to participate in ANY IMS events until their suspension is served in the sport they were ejected from.
- Ejected participants will be on probation for the remainder of the academic year in which they were ejected.
- A subsequent ejection of the same player will result in a longer suspension or additional requirements for reinstatement.
- Any ejection can also be referred to the Dean of Students Office for additional disciplinary hearings or actions.

Ineligible Players

Teams may not play ineligible players even by mutual agreement of both team captains and other players in the contest. Such players shall be ineligible for all competition until reinstated.

- The intramural staff may forfeit any contest immediately upon discovery of ineligible participant(s). Further, a team that has been notified of an ineligible player by the intramural staff and continues to use such player may immediately be dropped from further competition for the remainder of that sport.
- During league play and playoffs, all contests in which an ineligible player participated shall be recorded as a forfeit win for the opposing team. Teams using illegal players are subject to being dropped from league competition upon discovery of such act.

Transgender participation

UHCL Campus Recreation and Wellness recognizes and celebrates the transgender student population among our community. We expect participation to be based on one's self-identified gender and that it is done in good faith and is consistent with a player's expressed gender identity.

- A participant's gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec divisions.
- Transgender individuals may play on the team that best matches their gender identity.
- The National Intramural and Recreational Sports Association (NIRSA) recognizes that, for many, coming to know one's gender identity is not something that happens in an instant; it is a complex process that can occur over an extended period of time. Transgender participants are encouraged to communicate their gender identity with the IMS Office administration. Should the player not feel comfortable working with that campus official, the individual can contact the Associate Director for Programs or the Director for the Department of Campus Recreation.

Roster regulations

The following are the roster regulations for Team Sports:

- To complete team registration for team sports, the minimum number of players required to start a game must be registered for the team. This number varies by sport and is posted on the individual sport pages at IMLeagues.com. (Ex: Basketball – 3; men's/women's Flag Football – 5; co-rec Flag Football – 6; Volleyball – 4).
 - **EXCEPTION:** For regional qualifying tournaments, the number of players registered must be at least the maximum number of players allowed on the field/court at one time (ex: Basketball – 5; men's/women's Flag Football – 7; co-rec Flag Football – 8). For more information, read the sport description pages at www.IMLeagues.com/schools/UHCL
- Teams in every sport will be limited to a maximum number of players. This is due to teams becoming too large for a single sport, space issues, and equipment issues and assisting in team management. The maximum number of players allowed on a single roster in each sport is as follows:
 - 4v4 Indoor Soccer 10
 - 4v4 Flag Football 10
 - 7v7 Flag Football 16
 - 6v6 Volleyball 12
 - 4v4 Wiffleball 8
 - 6v6 Dodgeball 8
 - 5v5 Basketball 12
 - 8v8 Outdoor Soccer 16
 - 3v3 Outdoor Soccer 8
 - 10v10 Softball 16
 - Other events will be determined on a sport by sport basis
- Individual/Dual sport entries must have one (1) or two (2) eligible players (see: **Eligibility Requirements**), depending on the sport.

Roster Management

Captain's responsibility

Ensure players are registering on imleagues and joining teams. Captains have the ability to invite or add players throughout the season. The IMS Administration will do the best we can to assist in roster

management and adding players if possible. Captain's DO NOT have the ability to remove players from the team rosters once someone joins.

Adding to a roster

If the sport has a regular season, players may be added to the roster at any regular season game until the roster reaches the maximum limit. If the sport is a tournament, no roster additions may be made after noon the business day before competition begins. If a player is not listed on the roster but has an active imleagues account, the IMS Administration will add the player in the system. If the player does not have an active account, then the player will not be added and the captain needs to communicate with that player to create their account and add to the roster.

Captain Request for Removal of Player

Once a player is registered on a roster, he/she may not be removed from that roster without approval from the IMS Administration. Captains can meet with IMS Administration, communicate through email or call to discuss removal of players from rosters. Removal of a player can only occur in the IMS Office. IMS Supervisors will NOT remove players or allow teams to add players over the maximum on the fields/courts.

Player Request for changing teams

an individual player can request to be removed from a roster up until the second week of the regular season (regardless of the number of games played). If a player has played in zero or one game, they are eligible to petition for a change. If they have played in two games, they are NOT eligible to petition for a change. This is only allowed through the **first week** of the regular season.

Playoff Eligibility

Once the regular season is completed, no additions to the roster are permitted under any circumstance. If there is no playoff captains' meeting, rosters will be frozen at noon the business day before the first playoff game. Any roster issues must be communicated through email or in person. Teams advancing to the playoffs may not add players who did not participate with that team during the regular season. This includes players from other teams that either did not qualify for playoff competition or have been eliminated from playoff competition.

Free Agents

If you are interested in participating in an Intramural Sport but don't have a team to play on, you are encouraged to sign up as a free agent. Create your imleagues account (if you have not already done so). On the imleagues page for each team sport offered there is a place to sign up as a free agent. If a sufficient number of free agents sign up to participate in a sport, the IMS Administration will attempt to organize a team of free agents to play together. If a free agent team cannot be created, the free agent pool will be available to all teams.

IMS Administration CANNOT add free agents to a team roster unless the captain has approved the addition. Free agents can communicate with captains and inquire about participating with them for a sport, but the IMS Administration is not responsible for communicating with captains or finding roster spots for free agents.

ID Policy

All participants must possess a valid UHCL ID Card, a Campus Recreation Membership Card, or a government issued photo ID. **Photo ID** will be required for verification of enrollment/membership by Intramural Sports staff prior to each Intramural contest. We will allow the use of any photo ID for both outdoor sports and indoor sports.

Improper Use of ID Cards

If any player attempts to use false identification in order to participate in an intramural contest, the UHCL ID card will be immediately confiscated and that individual will not be permitted to play. The individual in question will be 'ejected' from the game and asked to show proper identification to the Intramural Sports Supervisor on duty. If the individual refuses to properly identify himself or cooperate fully with the Intramural Sports Supervisor, the team captain will be asked to assist with the identification of the individual. If the team captain refuses to assist the Intramural Sports Supervisor with identifying the individual, he/she may also be 'ejected' from the game. The sportsmanship rating for a team attempting to sign in a player or players with false identification will be no higher than a 2.5. The team captain, the individual in question, and the owner of the UHCL ID are all subject to suspension from the Recreation and Wellness Center and Intramural Sports activities and possible discipline by the Dean of Students Office. Please be aware that any instance of identity theft may be reported to the UHCL Dean of Students and/or Police Department for further action.

Identification cards that are confiscated by Intramural Sports staff will be turned over to the UHCL Dean of Students Office the next business day. Students may visit the Dean of Students Office to claim their confiscated cards after this time. Intramural Sports staff is not authorized to return confiscated cards. Please be aware that the University may elect to pursue supplemental discipline for any violations of the UHCL Student Code of Conduct.

Sport Rules

Rule packets for each sport will be available on the UHCL imleagues page under the Handbook/Manuals tab on the left side toolbar. Each sport has its own set of rules that must be reviewed by all participants. Intramural Sport rules will reflect the specific sport rules of the National Intramural and Recreation Sports Association (NIRSA) when possible. If you have any questions regarding rules and their interpretation please contact the Intramural Sports office for clarification. Rules for sports may be changed due to unforeseen circumstances by the Intramural Sports staff for the betterment of the league.

Captain's Duties and Responsibilities

Pre-Season Captains Meeting

The team captain or a team representative should attend the pre-season captains' meeting for their sport. The meeting date and time will be posted on the imleagues home page and messaged through imleagues.com. PRE-SEASON CAPTAINS MEETINGS ARE NOT REQUIRED BUT HIGHLY ENCOURAGED. The pre-season meetings will last no longer than one hour. These meetings will cover the following topics:

- IMS Policies and Procedures highlights
- Basic rules and rule interpretation, significant rule changes from previous years
- Facility requirements

- IMS updates on future sports
- Captain Assessment Survey

Playoff Captains Meeting

These meeting ARE REQUIRED for advancement to the playoffs. Any team who is eligible for playoffs but does not send a team representative to the meeting will be removed from playoff contention. These meetings will cover the following topics:

- Any rules that have been brought up by staff, officials or participants.
- Any clarification on any issues that may have come up throughout the season
- IMS updates on future sports
- Captain assessment
- Playoff draw (if needed)

Not all sports will have a mandatory captain's meeting for playoffs. With upgrades to imleagues, we have the ability to do playoff draws online through the system. For non-officiated sports, we will prefer to use the online draw process. For officiated sports, we tend to have an in-person captain's meeting so we can discuss more in-depth aspects of the rules, interpretation, and answer questions.

Getting your players on imleagues rosters

We need all the help we can get to get all players in the imleagues system and on your rosters. We will allow players to sign in and play if they show up (as long as you have spots on your roster available). However, we will not create accounts for players when we log in game information the following day. Players are responsible for getting their accounts created and joining teams. If a player has an account created but isn't on the roster, we can add them with no issue. However, if they do not have an account created, we will not create the account for them.

Ejected players

If a player is ejected from a contest, the captain is asked to assist with handling the situation to the best of their ability. As the captain, you are ultimately responsible for your team and how players manage themselves. If a player is ejected, you are responsible for making sure that player follows the process for reinstatement. All sportsmanship related ejections will result in a minimum one game suspension. All ejected players are required to meet with Campus Recreation Administration to discuss the ejection. The captain is not required to attend the ejection meeting, but it is encouraged if you are able to attend.

Communication

Captains are highly encouraged to utilize imleagues to communicate with their players throughout the season about game schedules, conflicts, etc. We encourage captains to communicate with the IMS Office when issues arise or you have questions or need clarification. We will respond to emails as quickly as possible and email is our preferred method of communication for quick response. Until we have a new Graduate Assistant and/or Coordinator for Recreational Sports, in person meetings will be difficult on a regular basis.

Email

Email is the official form of communication for the intramural sports program. Emails will be used on a regular basis to communicate all aspects of the program. Due to a very limited amount of human

resource for the entire department, in person meetings will be difficult to schedule on a regular basis. Any issues, questions, comments, concerns, or interpretations need to be communicated through email.

Text Message Alerts

Imleagues allows players to opt in to text message alerts. The IMS Office will limit the usage of text messaging alerts from the office. We will use text messaging for the following reasons:

- Inclement weather alerts
- Game changes
- Major announcements related to Intramural Sports or Campus Recreation
- Major university announcements related to issues such as safety, travel, or similar issue.

Protests

Protests during live ball action in a game

Protests must be made by the team captain. Protests will be reviewed for the following reasons:

- A misinterpretation or misapplication of a playing rule
- Failure to impose the correct penalty for a given violation/foul
- Matters of player eligibility

Protests will not be considered if they are based solely on the judgment of a game official. To lodge a rule protest, the following procedures must be strictly observed:

1. The team captain must notify the game officials immediately that he/she would like to file a protest. (Captains may not protest a ruling once the next restart of play has occurred).
2. The game will be stopped, and the supervisor on duty will record the details of the protest, along with other pertinent game information (including the score, time left on the clock, etc.).
3. The supervisor on duty will render a decision on the protest, and the game will continue.
4. If the protesting captain disagrees with the decision rendered by the Intramural Sports supervisor on duty, he/she may write a brief statement concerning the protest on the official protest document. This form will be delivered to the IMS Admin the following business day.

Protests of Eligibility

If a team wishes to protest the eligibility of an opponent, this protest must be filed with the Intramural Sports Supervisor prior to, during, or immediately following the contest in questions. The team has 24 hours to protest eligibility with IMS Administration in the IMS Office.

If an opponent is found to be ineligible for that contest, the game will be forfeited and a score of 1-0 will be recorded for the final score. If the ineligible player played in other games, we will review that teams scoresheets and forfeit all games in which the ineligible player participated.

The IMS Office does not assume responsibility for investigating the eligibility of all persons participating in intramural sports activities. We will do our best to investigate any properly presented cases. We highly recommend that if you suspect an opponent to be ineligible that you lodge the protest prior to the game starting with the IMS Supervisor on site. We will honor protests even if the game has been played but we will not guarantee a replay of games in which an illegal player was used. It is a game by game basis.

Appeals of Disciplinary Action

An appeals process exists to ensure that rulings or disciplinary actions taken against Intramural Sports teams or individuals are equitable. The person/council/committee to which a decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) or circumstance(s) surrounding the specific case. As with any appeal, the person/council/committee may decide to lessen the penalty, uphold the previous decision, or increase the penalty levied by the Intramural Sports staff.

The following are the steps of the Intramural Sports suspension appeal process:

1. The suspended participant must submit a formal appeal form to the Intramural Sports office within 48 hours of the initial ruling. Appeal forms are available online or in the Intramural Sports office. This can be an email stating what you are appealing, the original ruling given, reasoning as to why you are appealing, and options for an in-person meeting (general days and times that work for you on a regular basis).
2. The person/council/committee will review the appeal form, the initial ruling, and the ejection report from the contest. In order to recommend that Campus Recreation reconsider the original decision, the following criteria must be established:
 - a. New evidence must be presented that is sufficient enough to alter the decision
 - b. Procedural defects existed that substantially prevented the student from obtaining fair officiating
 - c. The discipline administered is found to be grossly disproportionate to the violation
3. All disciplinary decisions are made on a case-by-case basis. Each person's actions and the situation and the circumstances surrounding them are considered to be unique, and therefore the following items will NOT be considered by the person/council/committee that reviews appeals:
 - a. Discipline administered to other persons involved in the altercation
 - b. Discipline administered to other persons in other altercations
 - c. Unfounded/unsubstantiated claims of bias or prejudice
4. The person/council/committee that reviews appeals will return a decision within five business days of the submission of the appeal.
5. Due to the length of the appeals process and the mandatory suspension associated with all ejections, **a single game suspension may not be appealed.**

Team bench areas and coaches

Any team wishing to utilize a “coach” is allowed one for the entirety of the game. Multiple coaches or switching coaches throughout the game is not allowed. Persons who are located in/around the team bench areas are, by definition, subject to the same procedural rules of the game as participants who are on the court/field. As such, Intramural Sports treats all persons who are in/around team bench areas as full participants in the game.

All persons wishing to be in the team bench area during a game MUST follow the full sign-in procedures as anyone else who is participating in the game, including:

- Provide proper identification. *COACHES WILL NOT BE ADDED TO THE ROSTER BUT WE MUST HAVE YOUR NAME AND ID NUMBER SHOULD SOMETHING OCCUR.*
- Sign in on the team roster wear a numbered jersey for the duration of the game, and sign the Release and Indemnification agreement.

Intramural Sports does not recognize coaches. You may have a person on your roster who acts as a “coach” and does not participate in the game, but that person must follow all of the above procedures

and guidelines including signing in. Timeouts attempted by anyone on the bench (coach included) will not be granted.

Uniforms/Apparel/Jewelry

Teams are encouraged to create and wear their own uniforms. Team uniforms must meet the following requirements:

- All shirts are identical in color/appearance
- Each shirt has a unique number between 0-99
- Uniforms must be completely free of any words, images, or designs that might be considered vulgar, obscene, or in bad taste. The Intramural Sports staff will be the final authority on this issue.

If a team does not wish to wear their own uniforms or if a team shows up wearing different colored uniforms, Intramural Sports will provide mesh pinnies that will be worn. **Intramural Sports must absolutely insist that anyone using an Intramural Sports jersey wear a shirt with sleeves underneath it.** This policy is in place for health/sanitary reasons and is completely non-negotiable.

All participants must wear appropriate athletic attire in order to play. Jeans, khaki shorts/pants, and any other attire not considered "athletic" by the Intramural Sports supervisor on duty will not be allowed. Athletic shoes must be worn for all events (except for sports where shoes are not supposed to be worn like sand volleyball or swimming). Flat, rubber-soled shoes (without cleats) must be worn in the gymnasium. Shoes must fit tightly to the participant's feet - shoes that may slip or fly off the foot will not be permitted. Cleats are only permissible for outdoor competition and only if they have no exposed metal. Sport sunglasses (no metal) may be worn during outdoor competition. Bandanas can only be worn if the cloth is completely untied and simply "tucked in" (no knots).

Intramural Sports rules prohibit players from wearing any visible jewelry while participating. The ONLY exception to this policy is medical bracelets and necklaces, and these must be taped down so as to be flush with the skin. Players wearing jewelry are putting the safety of themselves and others at risk. Watches, bracelets (including LiveStrong style bracelets), rings, necklaces, chains, earrings, any other piercings, etc. must be removed.

Religion or religious beliefs do not constitute acceptable reasons for wearing jewelry during an Intramural Sports contest. Participation in Campus Recreation activities is completely voluntary, and all Intramural Sports guidelines must be followed by anyone who elects to participate.

Equipment

It is the responsibility of the participants to return all equipment provided to them at the conclusion of the game. Theft or intentional destruction of Intramural Sports equipment may result in suspension of privileges from all Campus Recreation facilities and/or referral to the Dean of Students office for further discipline. Any items damaged or destroyed can incur a fee for the participant and participation can be suspended until that fee is paid. If equipment is damaged or destroyed unintentionally, we will not hold participants responsible.

Schedules/Forfeits/Reschedules

Team Schedules

Instant Scheduling will be used for all major team sports. With this scheduling, all leagues will be set prior to the registration period. All accommodations will be made to provide an equal opportunity for all teams on all days/nights (I.E.: open, men's, women's, and co-rec leagues will be scheduled so that teams have options of nights and times). Regular season schedules will be distributed either before or immediately after the pre-season captains' meeting for each sport (they will be available on www.imleagues.com). Intramural Sports will make every attempt to offer teams options in every sport, however exact times are not guaranteed.

Regular season games may be rescheduled (see: **Rescheduling**, pg. 1-14), but dates and times are extremely limited. Due to circumstances beyond our control, schedules may change at any time. Any changes to the schedule will be posted to imleagues. Please check imleagues for the most accurate schedules. The Intramural Sports Administration will attempt to contact the team captain if changes are to be made. Please make sure the contact information on imleagues is up-to-date and we highly encourage you to opt-in to text message alerts.

Forfeiting a game

A team earns a "0" sportsmanship rating for forfeiting a game. Forfeited games count as a loss and will not be rescheduled. A team's second forfeit will result in that team is completely removed from the sport. Communication of a forfeit is only official if it comes from the IMS Administration.

Forfeits will be administered according to the following guidelines:

- Automatic Forfeit
 - If no team members are present at the game site at the scheduled start time, the Intramural Sports supervisor will declare an immediate forfeit.
- Grace Period
 - If at least one team member is present at the scheduled start time, teams may be granted a 10-minute grace period in order to get enough participants to the game site in order to start a game.
 - At the scheduled start time, the game clock will begin to run and either possession of the ball and/or points will be awarded to the team that is ready to play (the structure for awarding points is outlined in the rules for each specific sport). The game clock will run until both teams have the minimum required number of participants to play a game checked in and ready to play (wearing appropriate uniform/apparel).
 - When the actual game starts, the clock will continue running from the point where it was stopped - **the game clock does not reset**. If the game has not begun after 10 minutes, it will be forfeited in favor of the team that had enough players ready to play.
 - If neither team has enough players to begin a game, a double forfeit will be issued.
- Forfeits due to unsportsmanlike conduct
 - If a team commits unsportsmanlike conduct violations during one game that is more than the number allowed by the rules for that sport, the game will be stopped and the offending team will forfeit. The opponent will win by forfeit by the score of 1-0 or if the offending team was winning at the time, the score will stand...whichever is more advantageous to the offended team.
 - If two players from the same team are ejected from the game, the game will be stopped and the offending team will forfeit

- If a team bench clears during a fight or altercation, the game will be stopped and the offending team will forfeit. If both team benches clear during a fight or altercation, both teams will forfeit.
- If a team uses a player that is not authorized to play in that game (due to eligibility, suspension, or any other reason), the game will be forfeited.

Defaults

- If you know in advance that you will not be able to make it to a scheduled game, you can inform the Intramural Sports office and be charged with a default instead of a forfeit. Defaulted games count as a loss for the defaulting team if a reschedule is not possible. WE WANT TO PLAY GAMES so we will attempt to reschedule as many defaulted games as possible.
- Requirements for Defaulting
 - Must come from the captain of the team.
 - Can be done through imleagues or through email. In person defaults are allowed but email is much more effective.
 - Must notify the IMS Office by 12p the day prior to the game for weekday games (roughly 24 hours).
- Rescheduling a default
 - See Rescheduling section for more information on process for rescheduling.
 - There are three significant advantages to defaulting a game rather than forfeiting a game:
 - It makes you communicate with your team and be pro-active in your captain's responsibility.
 - A team earns a "2.5" sportsmanship points for a default instead of "0" sportsmanship points for a forfeit (reminder: teams must have a 2.5 sportsmanship average to qualify for the playoff tournament).
 - A team is removed from competition upon their second forfeit. Defaults do not count toward that number.

Rescheduling Contests

Rescheduling of individual/dual sports competition is not allowed due to limited times available to play the games.

Rescheduling of major or minor sport regular season games is allowed for sports that have a regular season; however, a specific procedure must be followed. The process of rescheduling a game starts with the team captain:

- Rescheduling games CANNOT BE GUARANTEED.
- Must be notified 24 hours prior to the scheduled game time.
- Contact the IMS Office in person, email, phone, or through imleagues and notify us of the need for a reschedule.
- The IMS office will take care of contacting the opponent and working with them on potential dates.
- The opponent will select options for rescheduling and the initiating team must select one of their options.
- Inability to agree upon a time will result in a default win for the opponent and a default loss for the initiating team.

Sportsmanship

Participant Ejections

Any player earning an ejection from a contest is prohibited from participating in all Intramural Sports competitions until he/she meets with the IMS Administration. By rule, participants ejected for sportsmanship related issues must serve a mandatory minimum one-game suspension in that sport. See the Ejected Participant section in Eligibility.

Personal Conduct Violations

Terms and definitions:

- **Altercation** - A heated angry dispute or controversy. No physical contact is necessary.
- **Destruction/Theft of Property** - Destroying, damaging, displacing, or stealing property that belongs to Campus Recreation, Intramural Sports, or an opponent.
- **Excessive/Flagrant Force** - Physical contact that is above and beyond that which is normally observed in a typical game.
- **Escalating** - Entering an altercation or fight with the intention of increasing the magnitude of verbal or physical confrontation.
- **Fighting** - Engaging in physical combat. Punches do not need to be thrown for a "fight" to occur.
- **Fraudulent Use of ID** - Attempting to enter a facility, sign-in for a contest, check-out equipment, or perform any other act using an Identification card that belongs to another person.
- **Instigating** - Baiting or attempting to bait another participant into a fight or altercation through verbal or physical means.
- **Leaving the Bench Area** - A player will be considered to have "left the bench area" if he/she leaves the team bench and approaches the opposing bench or any opposing players during a fight or altercation.
- **Physical Abuse** - An act intending to cause harm, damage, or injury to another person.
- **Taunting** - Actions intended to anger, embarrass, or ridicule others. Includes (but is not limited to) "trash talk", "in-the-face" confrontation, standing over tackled/fallen players.
- **Verbal Abuse** - Use of harsh language that demeans, belittles, condemns, or vilifies, the target. Repetitive use of profanity/obscenities/insults towards a person or group of people.

Sportsmanship Rating

At UHCL we strive to promote a fun, safe and fair environment, not only for our students but for our guests as well. This pertains to Intramural Sports as much as any other part of campus. To promote a friendly and safe atmosphere, Intramural Sports implements a sportsmanship rating system that pertains to players and fans. The sportsmanship rating will be determined by intramural officials and supervisors, and will include behavior before, during, and after each contest. Teams can be awarded .5 points on their sportsmanship grade. Teams will start with a 4. The Sportsmanship Rating Policy will be a tool utilized by Intramural Sports to ensure that the teams in our leagues maintain an appropriate level of sportsmanship throughout the competition.

In order to be eligible for the playoffs, teams must average a sportsmanship rating of '2.5' for the entire regular season (if applicable). Teams with a sportsmanship rating of less than '2.5' at the end of the regular season will not advance to the playoffs regardless of their regular season record.

The sportsmanship grading policy is as follows:

- **4.0**
 - A team that does not have any problems will receive a 4.0
 - The team captain has full control of his/her teammates
 - There was no abusive language used toward anybody
 - A rating of '4' will be given to a team that wins by forfeit or default.
- **3.5**
 - Very few complaints. Players cooperate with officials and other team members
 - The team captain calmly converses with officials about interpretations and calls
 - No penalties for unsportsmanlike penalties
- **3.0**
 - Teams complain more frequently, but overall players respect officials and the game
 - Captain shows some control of his/her players and fans
 - There was no abusive language towards the officials
- **2.5**
 - Highest grade allowed if team member was in violation of ID policy.
 - Teams complain frequently but do not get penalized for unsportsmanlike behavior.
 - Captain tries to help the situation
 - No more than 2 unsportsmanlike penalties
 - A rating of 2.5 will be given to a team when they default a game
- **2.0**
 - Team uses abusive language towards officials and/or opposing team that may or may not merit a warning
 - Captain shows little control of his/her players and fans
 - A single *non-procedural** unsportsmanlike conduct violation (technical foul [basketball], yellow card [soccer], unsportsmanlike conduct penalty [football], etc) is issued
 - A player tries to sign in using false identification
- **1.5**
 - Teams constantly arguing with officials and/or opposing team
 - Captain shows little or no control of his/her players and fans
- **1.0**
 - Multiple *non-procedural* *unsportsmanlike conduct violations (technical foul [basketball], yellow card [soccer], unsportsmanlike conduct penalty [football], etc) are issued
 - A player is ejected from the contest
 - Captain shows no control over his/her players and fans
- **0.0**
 - Team is completely uncooperative
 - Multiple players from one team are ejected
 - Player(s) verbally or physically threaten an employee or opponent
 - A game is ended prematurely due to a complete lack of sportsmanship from one or both teams
 - A rating of 0.0 will be given to a team when they forfeit a game

Note: **Procedural unsportsmanlike conduct violations** (example: Basketball/Soccer – Technical foul/yellow card for too many players on the court/field) will not count against a team's sportsmanship rating for the game.

This list is not all-inclusive. Not all listed criteria must be present to issue a particular rating. If a 1 or 0 rating is issued, the team captain must meet with the Intramural Sports Admin before the start of the next scheduled game. If this meeting does not take place prior to the next scheduled game, the offending team will forfeit that game.

Playoffs

The specific process for each sport related to playoff advancement will be outlined in the sport rules and on imleagues page for the sport.

Advancing to playoffs

The basic requirements for all sports are as follows:

1. Maintains a minimum 2.5 sportsmanship rating for the regular season.
2. Does not receive a 1.0 or lower sportsmanship rating in the first playoff game.
3. Maintains a 2.5 sportsmanship rating average in the playoffs (starting with the second game).

Seeding for playoffs and tie breakers

1. Playoff seeding will be based on the following factors:
2. Winning percentage
3. Fewer forfeits/defaults
4. Average sportsmanship rating
5. Head to head match-up (if teams played in the regular season)
6. Point differential (points scored against points allowed)
7. Points scored
8. Points allowed
9. Coin flip administered by IMS Admin

Player Eligibility for playoffs

See the Roster Management Section for more details regarding player eligibility for playoffs

Playoff Sportsmanship

Once in the playoffs, teams must receive at least a 2.5 rating for each game played in order to advance. Teams may only receive one sub-2.5 rating in the playoffs. Additional sportsmanship grades below 2.5 will not be allowed to advance in the playoffs. Teams that receive either a 1.0 or a 0.0 rating during the playoffs will not be permitted to continue play. If a winning team earns a sportsmanship rating of 2 or lower for any playoff/tournament game, the team captain will be required to meet with IMS Administration regarding the poor sportsmanship displayed during the game. The Intramural Sports Administration will determine whether or not the team will be eligible to remain in the playoff tournament or if individuals need to be suspended or removed moving forward. If a team receives a 0 for a single game, they are removed from playoff contention and a disciplinary meeting will take place between team reps and IMS Administration. If the team captain does not meet with an Intramural Sports representative prior to the next game, the team will be automatically removed from tournament competition. (If the subsequent game is on the same day, the captain of the team must meet with the highest-ranking member of the Intramural Sports staff on-site to determine the status of his/her team).

If a team is removed from tournament competition because of a sportsmanship violation, their opponent will advance (regardless of the outcome of the game). If this happens in the championship game, the opposing team will be declared the champion. If both teams are removed from playoff competition due to sportsmanship violations in a playoff/tournament game, neither team will advance and the subsequent opponent will have a 'bye' (regardless of the outcome of the game). If this occurs in the championship game, no league champion will be recognized.

Playoff brackets and draw

Due to the nature of playoffs and how brackets work, teams are not guaranteed the same nights and times of their regular season. We will work with captains as best we can, but we have to end the season by pre-determined dates. We also have to work around the times and spaces we have available.

Sport playoffs with a playoff captain's meeting

Imleagues does allow for playoff brackets to be "Drawn" online through the system. For "major team sports," which generally involve us officiating the games, we will conduct a playoff captain's meeting. Part of this meeting will be a live draw of the bracket. Captains will select their spots in the bracket which will be added to imleagues right then. Once a captain selects a spot, the team is locked into that spot and will not be moved for any reason. It is highly encouraged that captains look down the bracket and select a spot that works best for their team.

Sports playoffs without a captain's meeting

Imleagues does allow for playoff brackets to be "drawn" online through the system. For sports where we will not conduct a playoff captain's meeting, brackets will be made available at set day/time and teams will be seeded in order of their draw order. Once the bracket opens, the top seed will have a set amount of time to select their spot in the bracket. If they have not selected their spot within the allotted amount of time, then the second seed will have access to select their spot.

Rescheduling playoff games

Scheduling for playoffs will be a challenge for all sports due to the limited amount of time in which the playoffs are conducted as well as the saturated schedule of games.

- Inclement weather reschedules – when weather delays us from playing or completing games, the games will be rescheduled for the next available day and time. Due to the format for playoffs, all succeeding days will also be moved. We will normally keep the times scheduled the same, but the date will change. Conflicts that arise due to these unforeseen changes will be treated as if a change did not occur. Your team must make arrangements to be present for the newly scheduled time.
- Academic conflicts – if a team can show adequate proof that they cannot field a LEGAL team (meet the requirement for players) due to physically being in a class or an exam (we do not recognize study groups, deadlines for class assignments, or any other unofficial academic activity), IMS will work with both captains to reschedule the game. The opponent does not have to agree to move the game for an academic reschedule. IMS Administration will allow the opponent to select the best available reschedule time based on space availability and times that have the least amount of impact on future rounds. The requesting team will have to agree to the selected time or forfeit the game.

Incident Weather

In the event of inclement weather, decisions regarding playing conditions will not be made before 2:00 p.m. on the day of competition. Team captains will be responsible checking imleagues for communications to learn the status of the games. During the regular season, postponed Intramural Sports contests will not be rescheduled if field space and season length do not permit. Games cancelled due to weather that are not rescheduled will not affect standings. If inclement weather forces the stoppage of a game during competition, results will be determined as follows:

- If a game is stopped in the first half of play (or prior to 3 complete innings [Softball/Kickball]), the result will be a 'Tie' for both teams in the regular season or a rescheduled game replayed from the point of stoppage during the playoffs.
- If a game is stopped after the second half of play has started (or after the start of the 4th inning [Softball/Kickball]), the score at that point will be the final result. If the score is tied in a playoff game that cannot be completed in the same day due to weather, the game will be rescheduled and replayed from the point of stoppage.

Lost and Found

Items left at an intramural sports game site will be returned to Campus Recreation Lost & Found located in the Recreation and Wellness Center. Lost items may be claimed during normal operating hours. Any valuables will be kept for no more than 48 hours in the RWC and then sent to UHCL Police Department. Any non-valuables will be kept for no more than 60 days before being thrown away or donated. You can contact the RWC Welcome Center by calling 281-283-2330 and asking our staff to check the lost and found log. They can only verify if items described have been returned.

Social Media

We encourage all UHCL students to follow Campus Recreation and Wellness on Facebook. Search for our group by using University of Houston-Clear Lake Campus Recreation and Wellness. Any photos that you post on social media need to be appropriate and we reserve the right to ask any photos to be removed.

Risk Management

Risk Statement

The UHCL Department of Campus Recreation and Wellness strives 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.

Release and Indemnification Agreement

All players are required to complete a Release and Indemnification waiver and photo release waiver prior to participating in their first event. These waivers are valid for one calendar year and the dates are listed on the waiver.

Injuries

Participants are reminded that their participation is entirely voluntary. UHCL, the Department, the Intramural Sports Program assumes no responsibility for injuries received during intramural sports activities. Any participant sustaining injuries during intramural sports activities will receive basic first aid treatment on site. It is advised that all intramural sports participants have insurance coverage.

Information on student insurance packages may be reviewed through UHCL at the following website <https://www.uhcl.edu/campus-life/health-wellness/health-services/insurance-student>

Weapons/Firearms

Any questions related to firearms on campus can be found in this policy.

<https://www.uhcl.edu/policies/documents/administration/campus-carry-policy.pdf>

Alcohol, Tobacco, and Illegal Drugs

Persons are not permitted to consume or be under the influence of alcohol while at any facility operated by Campus Recreation. Anyone suspected to be under the influence of alcohol will be asked to leave the facility immediately. If any persons (regardless of age) are engaging in the consumption of alcohol while at a facility operated by Campus Recreation, the UHCL Police Department will be notified immediately.

The use of tobacco products is prohibited at all facilities operated by Campus Recreation and Wellness. If participants or spectators are using or suspected of using tobacco products at one of the facilities, Campus Recreation staff will inform those individuals of this policy and insist that the usage stop immediately. If the individuals refuse to cooperate with this policy, they will be asked to leave the facility.

If a member of the Campus Recreation staff suspects a participant or patron of being under the influence of an illegal drug or substance, that person will be instructed to leave the facility immediately. If compliance with this procedure is not immediate, the UHCL Police Department will be notified. If a participant or player is seen in possession of an illegal drug or substance, the UHCL Police Department will be notified immediately.

Photo Release Waiver

All participants must complete a photo release waiver prior to participation. This waiver is included in the waiver packet that all participants will complete prior to their first game of the academic year. Students choosing to not sign a photo release waiver may still appear in photos. If this occurs and you wish to have any photos removed from imleagues or Facebook, please let us know through email at campusrecreation@uhcl.edu

Student Employment

Intramural Sports hires new students each semester to serve as sports officials. If you are interested in a fun and fast-paced on-campus job, stop by the Recreation and Wellness Center and ask our staff about any upcoming officials' clinics. You can also visit our website for more information. No officiating experience is required, and all informational and training sessions will be provided by Campus Recreation and Wellness.