

# **SAMFORD**

## **CAMPUS RECREATION**

### Intramural Sports Handbook

Samford University  
Campus Recreation  
800 Lakeshore Drive  
Homewood, AL 35229

Intramural Sports Office:  
Email: [samfordims@samford.edu](mailto:samfordims@samford.edu)

<https://www.samford.edu/campus-recreation/intramural-sports>

## MISSION

Our mission is to provide recreational programs that will enhance the social, spiritual, emotional, intellectual, physical and vocational needs of students, faculty, staff and their spouses in an environment of Christian values. Campus Recreation strives to promote learning, fun, friendship, leadership development and sportsmanship in a Christian environment by offering quality competitive and non-competitive programs and activities.

## CORE VALUES

- Facilitate a living learning lab experience for leadership development and fostering an integrated learning climate, we strive to enhance student understanding of the benefits related to an educational setting outside the classroom.
- Work collaboratively to create an educational environment which motivates and inspires student learning and personal development.
- Foster student focused integrated learning through avenues of Employment, Sports Club involvement, Intramural Sports participation and Fitness Instruction.

## WHO WE ARE

We are members of the Campus Recreation Department, and we are here to serve you. We hope you will have an exciting, safe sporting event, and we will do everything possible to help in that process. If we can be of service, please feel free to contact us.

### Professional Staff

*Associate Director of Campus Recreation: Dean Morgan*

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*Office Phone: 205-726-4210*

*Coordinator of Intramural Sports: Robby Robertson*

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## PURPOSE OF A HANDBOOK

The purpose of this handbook is to establish procedures that govern participation of the Samford University Intramural Sports program. Please understand that it is the responsibility of each participant/team to understand and know these procedures. The Samford University



Intramural Sports (Samford IM) Staff reserves the right to modify these procedures at any time when necessary. Please contact the office if there are any questions, comments, or clarifications needed.

## **PARTICIPATION**

Participation in the Samford Intramural Sports program is completely voluntary. Participants should be aware that there is a risk of injury upon participation due to the inherent nature of the activities. These types of injuries may be severe or minor, caused by themselves or others. Each person participating assumes the risk for any harm or injuries occurred during participation. The Samford IM staff will do their best to try and ensure the safest environment for a participant to be in. However, Samford University Intramural Sports, nor Samford Campus Recreation, cannot assume responsibility for any injuries occurred during a game or practice for an intramural sport activity.

## **GENDER CHANGE REQUEST**

Samford University students, faculty, and staff are eligible to participate in Intramural Sports according to their self-identified gender. An assortment of leagues/divisions may be offered, including but not limited to, Coed, Men's, Women's, and Open. In circumstances of which a student, faculty, or staff member choose to identify as a gender of which they are not currently classified in under IMLEAGUES.COM, there is a process of how to update this information.

1. Navigate to IMLeagues.com on a desktop
2. Click where your name is in the top right corner.
3. Click "Account"
4. Click "I Participate As"
5. Click "Change"
6. Click the drop down where it will say "Man" or "Woman"
7. If "Non-Binary" is selected, you will then be prompted to enter if you prefer to play with Men or Women.
8. Update the information as desired.
9. Click "Request Change"

## **REGISTRATION**

All teams are to register on IMLeagues.com. Samford IMs for the 2024/2025 academic year are free to students, faculty, and staff.

To create an IMLeagues account:

Note: IMLeagues offers a live support button in the bottom right corner of all pages, consider using this button if you encounter any difficulties.



1. Go to <https://imleagues.com/samford> OR Go to [www.IMLeagues.com](http://www.IMLeagues.com) and click Create Account.
2. Enter your information, and use your Samford University email (@samford.edu) and submit.
3. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.

How to sign up for an intramural sport:

1. Log in to your [IMLeagues.com](http://IMLeagues.com) account.
2. Click the Create/Join Team button at the top right of your User Homepage page OR Click on the "Samford University" 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.
4. Choose the league you wish to play in (Men's A, Men's B, Women, etc.)
5. Choose the division you'd like to play in (Monday 5PM, Tuesday 5PM, etc.)
6. You can join the sport one of three ways:
  - a. Create a team (For team captains):
    - i. 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.
  1. If they've already registered on IMLeagues: search for their name, and invite them.
  2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.
  - b. Join a team:
    - . Accepting a request from the captain to join his team.
    - i. Finding the team and captain name on division/league page and requesting to join.
    - ii. Going to the captain's player card page, viewing his team, and requesting to join.
  - c. Join as a Free Agent:
    - . 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. The Samford IM staff will try and assist you in joining a team, however, this is not guaranteed.
7. Each team shall have a maximum number of players they may have on their roster.

Maximum Roster Spots	
Flag Football	15
Outdoor Soccer	15
Sand Volleyball	10
Indoor Volleyball	12
Basketball	12
Softball	18

## CAPTAIN'S MEETING

As of Fall 2024, Captain's Meetings will be determined on a sport-by-sport basis. Each captain and team participant will have to complete a participant quiz on IMLeagues. This will also acknowledge they will follow the sport rules and procedures set in place for the league/tournament/event.

If a captain's meeting is held for a sport, each team must have a representative attend the MANDATORY Captain's Meeting scheduled prior to the start of the season. The Captain, or team representative, must be present at this meeting to receive important information regarding sport rules and scheduling. Failure to attend Captain's Meeting will result in a team not being eligible for the playoffs. If there is a captain's meeting for a double elimination tournament, failure to have a team represented will result in the team being dropped from the tournament. If the meeting is not made mandatory, this meeting will not have any eligibility implications.

## CAPTAIN RESPONSIBILITIES

1. Register the team on IMLeagues
2. Attend the Captains Meeting or have a representative attend
3. Invite teammates to the team, and have the minimum number of players needed on the roster by season start date
4. Review IM Handbook and Sport Rules, know forfeit policy, etc.
5. Serve as the team's spokesperson. Protests may only be initiated by team captain
6. Communicate efficiently with the Samford IM Staff
7. Assist in identifying teammates who may be involved in incidents/ejections
8. Inform ejected teammates of procedures for reinstatement

## INTRAMURAL SPORTS ELIGIBILITY

Participation is limited to current students, faculty, and staff members of Samford University.

All participants must comply with all rules, regulations, and procedures established by Samford IMs. Eligibility will end with withdrawal from Samford University, termination of employment, failure to comply with rules and regulations, or failure to uphold standards of our sportsmanship guidelines. Intramural sports provide equal opportunity to all participants.

1. Students may participate on one same gender team, and one coed team for each sport offering. Example, a student may not participate on two different coed teams within a sport specific league. A student may play in a Men's division and a coed.
2. Participants must check in to each game, using their **Samford ID** (physical card, or ID in the Get Mobile App). No other form of ID will be accepted during check-in procedures. Each participant must use their own Samford ID to check in, and use of a

different person's SUID will result in disciplinary action from Samford IMs. Each participant MUST be on the IMLeagues roster prior to participating.

3. Club Sports Athletes: No more than four club sport players may play on any one intramural team of the same or similar sport. For instance:

- Club Baseball – Intramural Softball
- Club Volleyball – Intramural Volleyball
- Club Soccer – Intramural Soccer
- Club Basketball – Intramural Basketball
- Club Rugby – Flag Football

\*Samford IMs reserves the right to update this as other club teams are created\*

4. Roster Deadline: Each sport will have a posted deadline to fill a roster. No participants may be added to a roster past the last game of the regular season. Rosters will have a maximum participant number based on each sport. Please see the sport specific rules for this number. For league sports, a participant must be on the roster before the end of the final season game, to be eligible to play in the playoffs. Rosters freeze at the last game of the season.

5. If an ineligible participant participates in an Intramural Sports game, that game will be deemed a forfeit.

6. Once a player has checked in to a match with a specific team, that player not may be removed from that roster to join a different team within the same sport/session.

Example. Week 1 of sand volleyball a participant plays with Team A. After that check in, he/she may not leave the roster to join Team B for week 2.

### Varsity Athletes and Coaches

Any student or coach who is a candidate for a varsity sport, who practices with the team, or is on the reserve squad (including red shirts/transfer students) is not allowed to participate in the same or similar intramural sport until 1 full academic year has elapsed from his or her removal from the team roster.

Example: If a player participates on a Varsity football team for the 2021/2022 year, they would not be able to participate in Intramural Flag Football until the 2023/2024 academic year.

\*If a player is in question, the team captain should reach out to the Samford Intramural Sports office BEFORE the person participates in their first game.

### Professional Athletes

For intramural purposes a professional athlete is defined as:

1. An individual who has received pay for playing, including appearance money or...
2. Is recognized by the sport's governing body as a professional.

An athlete that is deemed a professional may not participate in the Intramural related specific sport, up until a 5 year (academic years) period has elapsed since their last appearance as a professional.

### Team Names



The Samford University Intramural Sports office reserves the right to change a Team Name if it is duplicated or deemed inappropriate. If you are unsure if a team name is appropriate or not, please reach out to the Samford Intramural Sports office.

### **EQUIPMENT AND TEAM APPAREAL**

- i. No player shall be allowed to wear jewelry while participating in Intramural Sports. This may include, but not be limited to, necklaces, bracelets, earrings, rings, watches, billed hats, and other dangerous material deemed by Samford IM Staff.
- ii. All intramural teams must meet uniform requirements (see sport specific rules)
- iii. If a student is renting equipment from Campus Recreation, the student has responsibility of this equipment throughout the rental (condition of item, returning it on time, etc.)
- iv. Participants must wear athletic shoes for all Intramural Sport activities, unless otherwise stated in the sport-specific rules. (No Sperry's, sandals, etc.)
- v. In sports where equipment is provided, each team must use the provided equipment and cannot replace with the use of personal equipment.
- vi. Participants must cover any exposed scabs or wounds with bandages or clothes to prevent the spread of infections. It is not the responsibility of Samford IM to provide bandages.
- vii. Casts and braces must be padded and deemed secure
- viii. Sport specific rules will apply to Equipment and Team Apparel procedures.

### **HEAD INJURY & BLOOD PROCEDURE**

Intramural Supervisors & staff undergo concussion/head injury recognition training. In the instance a participant is exhibiting any signs or symptoms of a concussion as a result of a head injury sustained during intramural play, he or she will be removed from the activity. The participant will be directed to be evaluated by a licensed medical professional. The participant that exits a game due to a head injury, will not be allowed to re enter to that contest. The participant will also not be allowed to participate in the next scheduled event without a medical release document from a licensed medical professional.

In the event a participant is observed bleeding, the participant must exit the game. Entrance back into the game may not happen until the bleeding has stopped, the wound is covered, and the uniform is inspected by a member of the Samford IM staff that there is no blood present on the equipment/clothing/skin.

### **DEFAULTS AND FORFEITS**

A default provides a team with an opportunity to cancel a game for a loss and not be assessed a forfeit. A team captain must notify Samford IM office by 2:00PM the day of the game. Teams defaulting Sunday contests must notify the Intramural Office by 2:00PM on the Friday before. If this timeframe is not met, the game will be declared a forfeit.



A forfeit is declared when a team or individual fails to appear or is not prepared to begin play with the minimum number of players 5 minutes after the scheduled game time. A double forfeit is declared when both teams or individuals fail to appear or are not prepared to begin play with the minimum number of players 5 minutes after the scheduled game time. If a team forfeits more than once within the same sport league, the team will be dropped from the league/tournament.

Repeated display of “poor sportsmanship” (players from the same team repeatedly receiving technical fouls/unsportsmanlike conduct penalties) may result in the game being ended early and with a forfeit, and possible referral to Student Conduct.

## **GAME CANCELLATIONS**

Intramural Sport activities are subject to cancellation due to unsafe conditions. This could be due to weather conditions, field conditions, or other unforeseen circumstances that may occur during indoor or outdoor events. The intramural staff will always make the decision on cancellation of a game. Teams should always assume a game is planned to start on time, unless they hear official notification from Samford IM staff or through IMLeagues messages. Team captains cannot decide to cancel a game. IMLeagues will always show the most up to date information.

1. In the event of inclement weather, Samford IM staff will make an official decision regarding the night's games by 2:00PM. After 2:00PM, the on-site staff will determine cancellations.
2. When lightning or thunder is present, a delay of 30 minutes will take place. This 30-minute timer will start each time lightning or thunder is seen or heard by a Samford IM staff member.
3. In the event a game is in progress and is delayed by weather, the sport specific rules will take place on if the game is deemed completed or not – if they game is unable to restart
4. If a game has started and is canceled by unsafe conditions, the game will be replayed (if facility schedule allows) at the beginning with no score.
5. All reschedules will be completed during the next business day. Regular season games will have every effort to be rescheduled, however, if facility space does not allow for a reschedule this may take effect. Always remember to check IMLeagues for the most up to date information.

## **SPORT SCHEDULES**

Regular Season Schedules: All schedules will be posted on IMLeagues. Captains will be notified when the brackets are published. After each played game, it is the captain's responsibility to check and ensure the score was accurately inputted into the system.

Playoff Schedules: Playoff Brackets will be inputted into IMLeagues. Captains should always look ahead in the bracket and see when upcoming games would be played, as there are times that a team may have multiple games in a single day.



Double Elimination Tournaments: Tournament brackets will be posted on IMLeagues. Captains should always look ahead in the bracket and see when upcoming games would be played, as there are times that a team may have multiple games in a single day.

In the event a scheduled game is altered for any reason, the team captain will be notified.

Levels of Competition: For some sports, there may be multiple levels of competition such as Competitive (D1) and Recreational (D2).

Competitive (D1): (ex. Men's Competitive Basketball) denotes the highest level of competition and is designed for teams whose primary objective is to win games. Players in this league generally have played high school varsity sports and remain active in that sport.

Recreational (D2): (ex. Men's Recreational Basketball) denotes the social level of competition and is designed for teams whose primary objective is to stay competitive while enjoying the social and fun aspects of sport.

*\*The Intramural Sports staff has the right to move teams up or down a level at any time\**

## **PLAYOFF ELIGIBILITY**

In order for a team to be eligible for playoffs, the team must have at least a 2.0 sportsmanship average. They must also have been represented at the sport specific captain's meeting, if held and was mandated for the sport. Teams should have 0 forfeits during the regular season to be included for playoffs. All teams with a record of .500 or higher will qualify for the playoffs (if met other criteria). Some sports may include all teams in the playoffs if they completed the captain's meeting requirement and sportsmanship requirement. All playoff brackets will be scheduled and created based on facility space.

Seeding will be based on 1. Win-Loss Record 2. Head to Head 3. Sportsmanship 4. Point Differential 5. Coin Toss

In order for a participant to be eligible to participate with their team in the playoffs, they must be on the team roster by their last game of the regular season. The rosters will freeze at the last regular season game. No player may be added past the end of the regular season.

## **PROTESTS**

### Rule Interpretation

To protest rule interpretation, the team captain must immediately notify an official when the incident occurs. If a captain fails to notify an official of his/her intent to protest before play continues, then the team forfeits its right to lodge a protest on that situation. Upon notification, the official will suspend play so the Intramural Supervisor can be brought to the game site to make a ruling prior to the continuation of play. A game shall not resume until a decision has

been rendered. The decision of the Intramural Sports Supervisor is final. An official's judgment call cannot be protested.

#### Player Eligibility

If it is believed that a player has violated any eligibility rule, a team captain may fill out an incident report with the Intramural Supervisor detailing what player's eligibility is being questioned. The Full-Time Professional staff members of Intramural Sports will investigate and rule on the player's eligibility. If the captain is correct, appropriate action against the player in question will be taken.

Player eligibility protests must be filed by the end of the game day in question.

### **PARTICIPANT CONDUCT**

Participants and spectators that choose to practice unsportsmanlike behavior before, during, or after a contest, directed toward a participant, official, or staff member may be ejected from that contest. A sport official or any Samford University staff member may administer an ejection. Examples may include foul/abusive/insulting language, disrespect toward a Samford IM staff member, flagrant actions toward someone else, fighting or inciting a fight.

- i. Any ejected person must leave the playing area and its immediate surroundings. Failure to follow this instruction may result in a forfeit of the game for that player's team.
- ii. Any person that is ejected will have an automatic suspension until reinstated by Coordinator of Intramural Sports. This may span between a one game suspension to a lifetime suspension.
- iii. Any person that willfully causes destruction or damage of equipment belonging to Samford University shall be held responsible for all subsequent damages and costs of replacement.
- iv. All participants shall use only inclusive language while attending, participating, and/or spectating an Intramural Sports event.
- v. Abuse of Intramural Staff - Any player, coach, or spectator who verbally threatens, strikes, or physically abuses any intramural staff member or official will be immediately suspended from all participation for a minimum period of one year. Such actions will result in the immediate intervention of the Samford University Police Department, possible criminal charges, and the case will be sent to the Office of Student Conduct for review. Please be aware that any and all types of written, verbal and/or physical abuse toward any staff member of Intramural Sports will not be tolerated under any circumstances.
  1. Foul, abusive, degrading and/or threatening language used in comments or posts that target an individual via a social internet platform will not be tolerated.
- vi. **All Intramural Sports ejections will also lead to a 1-week suspension from the Samford University Recreation Center.**
  1. Please note - with discretion from the full-time professional staff of Samford Campus Recreation, this suspension may be extended.
  2. Suspension will begin on the next business day. Please understand if ejected from a facility, that person will not have access to the facility for the rest of that day.

3. If the ejected participant does not abide by this 1-week suspension from the Recreational Center – an additional suspension to participating in Intramural Sports may be imposed.
- vii. Tobacco, Alcoholic beverages, and controlled substances are prohibited at all intramural sport contests. Individuals who appear to be under the influence will be removed from the activity/facility.

### Ejection Reinstatement Procedure

To be reinstated all ejected players must have requested in writing reinstatement of intramural privileges via email within 1 week (7 days) of the ejection. Failure to send the reinstatement email/letter and make an appointment within that time will result in an additional 3 weeks (active) suspension in addition to his/her punishment for the ejection. No individual may participate and/or spectate any intramural activity during his/her suspension. This reinstatement letter should be sent directly to the Coordinator of Intramural Sports via email.

#### **Items to include in the email/letter requesting reinstatement:**

1. Outline of events surrounding the ejection
2. Actions that led to the ejection
3. Assurance that the behavior will not occur again
4. How the behavior will be avoided in the future
5. List Days/Times that you are available to meet

Even if it is the last contest for their team, the ejected person's suspension will continue for all Intramural activities until the person meets with the Coordinator of Intramural Sports, or Associate Director.

### **Intramural Sports Champions**

Intramural Sports Champions Championship t-shirts will be awarded to the team(s) or individuals that win the overall championship (for each league of play – ex. men's, women's, co-rec) in each intramural sports event. The t-shirts will be handed out at the site the night of the championship contest. The number of awards available is limited and based upon the roster requirements for each sport and varies accordingly; no guarantees for appropriate sizes will be made. There is also no guarantee that inventory will be replenished shall quantities run out.

### **SAMFORD INTRAMURAL SPORTS OFFICIALS**

The success of the Samford Intramural Sports Program is contingent upon the quality of its sports officials and participants. Intramural Sports contests are officiated by Samford University students. They are not professionals and are paid modestly for the service they perform. They deserve and expect your cooperation, respect, and sportsmanlike behavior. Samford Student

Employees are trained to perform these jobs, and we expect them to officiate to the best of their ability.

If a Samford student is ever interested in becoming a sports official for Samford Intramurals, please reach out to a full time staff member of Campus Recreation.

## **SPORTSMANSHIP**

Sportsmanship is vital to the success of each and every program we offer to the university community. In order to encourage proper conduct before, during and after a scheduled contest, the Intramural Sports Department has developed a rating system. The rating procedure is as follows:

### Acceptable Rating (3)

The team exhibits respect and cooperation and sporting behavior towards all sport programs staff, teammates, and opponents. The team has no issues or minor disagreements with the judgement of the officials. Captain demonstrates control over spectators, teammates, and him/herself.

### Average Rating (2)

The team exhibits some respect and cooperation towards all sports programs staff, teammates, and opponents. The team has several minor disagreements with the judgement of the officials. Captain demonstrates mild or little control over spectators, teammates, and him/herself. Teams receiving one unsportsmanlike penalty fall into this category as well.

### Unacceptable Rating (1)

The team does not exhibit respect and cooperation with unsporting behavior towards any sport programs staff, teammates, and opponents. The team displays issues and disagreements with officials. Captain demonstrates no control over spectators, teammates, and him/herself. Teams receiving more than one unsportsmanlike penalty fall into this category as well.

If a team receives two unacceptable ratings in a season, the team will be removed from the league and have to meet with the Sports Programs Office. Teams may face additional suspension and sanctions for one unacceptable rating depending on the situation and severity of the incident.

Samford University Intramural Sports Staff reserves the right to modify these procedures at any time when necessary. Please contact the office if there are any questions, comments, or clarifications needed.