

COLUMBIA
RECREATION

Intramural Sports Participant Handbook

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Columbia University Intramurals
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Table of Contents

Program Policies3
 Columbia University Non-Discrimination Statement and Policy3
 Definition of Terms3
 Eligibility.....3
 LEVELS OF PLAY4
 Eligibility Sanctions4
 Rosters5
 Game Schedules and Tournament Structure.....5
 Playoff Criteria and Tie Breaking Procedures6
 ELIGIBILITY6
 QUALIFICATION.....6
 TIE BREAKING PROCEDURES6
 Rescheduling.....7
 Inclement Weather7
 Awards7
 Captain’s & Participant Quiz7
 Equipment8
 Forfeits and Re-Entry Fees8
 Sports Officials9
 Protests9
 Disciplinary Action9
 Gag Rule9
 Sportsmanship Rating Policy.....10
 SPECIFIC RATING SCALE:10
 Alcohol / Drugs / Tobacco.....11
 Health and Injuries.....11
 Intramural Team Captains12
 CAPTAIN’S RESPONSIBILITIES:12

Program Policies

The following policies have been established to provide the best participation conditions for Columbia University students, faculty, staff and alumni. It is the responsibility of every Intramural participant to be familiar with and adhere to these policies. These policies will be published and made available to every participant online on the Physical Education and Recreation website, perec.columbia.edu, and on Columbia University's imleagues.com homepage.

Columbia University Non-Discrimination Statement and Policy

The Intramural Program is a nondiscriminatory, equal opportunity organization and strictly adheres to the Columbia University Equal Opportunity and Non-Discrimination Statement and Policies. For more information regarding this policy, please visit eoaa.columbia.edu.

Definition of Terms

- Individual Sports** - those activities in which a single person may perform the entire activity without teammates.
- Dual Sports** - those activities in which people compete in doubles competition with one other person.
- Team Sports** - those activities requiring three or more people in which members participate as an integral unit.
- Parallel Sports** - sports that are similar in nature. Ex: Softball-Baseball, Floor Hockey-Ice Hockey.

Eligibility

1. All Students, Faculty, Administration, and Staff members with a valid CUID (Columbia University identification) and a Dodge Fitness Membership are eligible to participate in all intramural activities. Participants must present a valid CUID to Intramural Staff in order to play.
2. A Varsity and/or Junior Varsity athlete listed on an athletic roster or participating in Varsity or Junior Varsity workouts during the current academic year may not participate in Intramurals in the respective or parallel sport.
3. A former Varsity and/or Junior Varsity squad member may participate in Intramurals in that sport after they have sat out one full Intramural year. Teams are limited to one former Varsity player.
4. Club Sport members are eligible for participation in the respective or parallel sport, but will be limited to two members per Intramural team.
5. Club Sport members are eligible for the respective or parallel sport for Individual/Dual Intramurals. "Doubles" teams are limited to one Club member.

LEVELS OF PLAY

All sports and divisions have been designed to be all-inclusive to the Dodge Fitness Center community and, as such, are open to all genders and DFC/Columbia University affiliations (e.g., a single team may roster any combination of undergraduate students, graduate students, faculty, and staff, as long as they have an active DFC membership).

The groups of play outlined below were created in order to meet and accommodate the skill levels of teams and their participants. Please note: The Director and Assistant Director of Intramurals reserve the right to move teams up or down within levels of play as deemed necessary.

Leagues may consist of the following divisions:

Division A – This is the most competitive level of play offered by Columbia University Intramurals (CUIM). This division is designed for more experienced players/teams seeking an intramural experience at the highest level of competition. It is most suitable for former athletes and those believed to be more experienced/skilled in that sport.

Division B - This is the intermediate level of play, striking a balance between competitive and recreational. This division is designed for players/teams seeking a moderate level of competition. It is most suitable for those with some playing experience in the sport of choice, or teams rostering a mixture of experienced and lesser-experienced players.

Division C – This is the most recreational level of play offered by CUIM. This division is designed for players/teams seeking a casual atmosphere. It is most suitable for those with minimal to no playing experience in the sport of choice.

Eligibility Sanctions

1. Any player who is found to be ineligible will cause their team to default each game in which they've played in illegally.
2. **Individuals may only play for one team in each sport.** Division A, Division B *or* Division C.
3. A player is considered a legal member of the team for which they first play on and may not switch teams after the first game in which they have participated.
4. A player who misrepresents themselves will be declared ineligible to participate in that game. The team involved will default the game and the player will be banned from further competition. If a member of the team knowingly permitted such representation, the entire team may face expulsion from that sport.
5. A player whose team has been eliminated from further competition for any reason is ineligible to participate for another team.

Rosters

1. All participants of Intramural sports must create an account on imleagues.com. This website allows players to create a team, join a team or sign up as a free agent. Please visit perec.columbia.edu for instructions on signing up for *imleagues*.
2. In order for a team to be considered registered, they must have the minimum number of players signed up on *imleagues* by the entry deadline. This rule applies to all intramural activities: team sport leagues, team sport tournaments and individual/dual leagues or tournaments.
 - a. **Teams secure a spot on a first come first serve basis as leagues, divisions and tournaments may fill up before the entry deadline.**
 - b. **Team captains who register their team via imleagues.com will receive an email from imleagues**
3. All sport teams will follow a limited roster policy. Teams in league play may add players until the deadline listed on IMLeagues, as long as the additional player(s) have not already played for another team. These players must also create an account on imleagues.com and join their respective team's online roster prior to the deadline. Teams will not be allowed to drop or add players to their roster during the playoffs.
 - a. NOTE: All individuals and/or players located in the bench area during an Intramural contest (for all team sports), must be listed on the team roster via imleagues.com. This includes coaches and spectators.
4. All Intramural activities require each player to present a valid CUID to the game scorekeeper before play begins.
5. If a player or captain is having difficulty with roster additions via the imleagues website, they should contact the Intramural Office by phone (212-854-8897) at least 24 hours before the roster addition deadline.

Game Schedules and Tournament Structure

Intramural sport schedules may be available the week after the registration deadline. It is the responsibility of the team captain to check the schedule on **imleagues.com** and notify their team of the first game and league schedule. All team members registered on **imleagues** will also be able to view the schedule online. During the regular season, each team may play 3-5 games within each division based on field and court availability. The format for the playoff tournament will be single elimination for qualifying teams. For single day or multi-day tournaments, the format will depend on the number of teams who enter. Tournament structure may be changed when it becomes necessary to accommodate special circumstances. The Director and Assistant Director of Intramurals reserve the right to move individuals or teams up or down in league level or tournament placement.

Playoff Criteria and Tie Breaking Procedures

ELIGIBILITY

In order to be *eligible* to participate in the playoffs of team sports in any given season, a team must (at a minimum) meet the following criteria:

- 1) Earn an average sportsmanship rating at or above a 2.5 at the end of the regular season.
- 2) Maintain an average cumulative sportsmanship rating at or above a 2.5 after each successive playoff game; failure to maintain such a rating will result in removal from playoffs even if the team won their previous playoff game.
- 3) Have no more than 2 forfeits during the regular season; teams who forfeit 3 regular season games will be removed from the league schedule and be ineligible for playoffs regardless of sportsmanship rating.

QUALIFICATION

Teams that meet the eligibility criteria above will be considered for playoffs. The following additional criteria will dictate which of the eligible teams *qualify* for playoffs:

- 1) At a minimum, the top 50% (based on regular-season standings) of all eligible teams within each division will advance to the playoffs.
- 2) Teams who win at least 50% of their games will also qualify for playoffs, even if they are not in the top half of the standings in their division (*Please note: a tie on a team's record is considered a half win and a half loss; e.g., a team with a 2-2-1 record would be eligible for playoffs, as they have "won" 2.5 of 5 games).

TIE BREAKING PROCEDURES

Intramural regular season standings operate on a points system, defined by the following:

- Win (earned, or by default/forfeit) = 2 points
- Tie = 1 point
- Loss (earned or by default) = 0 points
- Loss (by forfeit) = -1 point

If two or more teams have the same number of points in the above system, they are seeded by the following successive criteria

- 1) Head-to-head record (if applicable)
- 2) Highest point differential
- 3) Most points scored
- 4) Fewest points allowed
- 5) Coin flip

Rescheduling

Rescheduling requests may be made for league play only. Weekend leagues, playoff, and tournament matches/games may not be rescheduled. A request for rescheduling must be made with the Assistant Director of Intramural and Club Sports at the Dodge Fitness Center or via email at intramurals@columbia.edu. All requests must be made at least 48 business hours in advance of the scheduled game time. Rescheduling requests will only be honored if, (1) there are open playing times in the master schedule and (2) both team captains can agree to a new playing time. If a rescheduling request cannot be accommodated, the team requesting the reschedule will be given a default loss. All possible attempts will be made to reschedule games canceled due to inclement weather.

If a team would like to cancel a game, the captain must notify the Assistant Director of Intramurals and Club Sports at least 24 business hours in advance of the scheduled game to count as a default and not a forfeit.

Inclement Weather

The Intramural staff makes decisions concerning the postponement of games due to inclement weather two hours before the earliest scheduled activity on weekdays and weekends. Captains should review schedule updates on imleagues.com. It is the responsibility of all team captains to notify their players of inclement weather decisions and any rescheduled games. Please inform your players to check [imleagues](http://imleagues.com) or call the team captain in the event of inclement weather, and not the Intramural Office.

Awards

The winners of league playoffs, weekend tournaments, and one-day tournaments will receive a prize for that activity. There may also be opportunities for individuals and/or teams to attend regional and/or national extramural championship competitions.

Captain's & Participant Quiz

In order to create a team and/or be eligible to play in any Intramural league or tournament, every participant must complete a quiz. The quiz will be made available on imleagues.com when a participant signs up to either create or join a team. In order to be eligible to play, the participant must pass the quiz. The quiz will include questions from the Intramural Sports Participant Handbook and the rule packets. It is imperative that every Intramural participant reads through and understands all the Intramural rules, policies and procedures. If there are questions about the rules or policies and procedures, please contact the Assistant Director of Intramurals and Club Sports.

Equipment

1. Players must wear close-toed, athletic type shoes at all times. Black soled shoes with marking outsoles are not allowed. Other categories of unacceptable footwear include but are not limited to dress shoes, canvas shoes, and boots.
2. Players must wear athletic clothing such as shorts, sweatpants, and leggings. Jeans, dress pants, and shorts and pants of a khaki/jean/dress pants material are not permitted.
3. Pinnies will be provided and must be worn (for most sports) unless a team has matching jerseys with legible numbers on both the front and back, and the officials can differentiate between the teams. **Players must wear a t-shirt underneath their pinnies. A player cannot just wear a pinnie.**
 - a. NOTE: If a pinnie is not returned by any individual, the individual responsible will face disciplinary action and brought before the Office of Student Conduct and Community Standards. The responsible individual will be required to pay the FULL replacement cost by the next business day.
4. All jewelry must be removed. Hard-billed baseball caps are prohibited. (Stocking caps or bandanas are acceptable).
5. Any equipment that, in the official's judgment, would be injurious to the participants, would aid the individual who is wearing it, or is not within the spirit of the rules is illegal.
6. Recording, filming and/or photographing Intramural activities is prohibited, unless special permission is granted by the Assistant Director or the Director of Intramurals and Club Sports.

Forfeits and Re-Entry Fees

1. A forfeit will be declared if a team cannot field enough players by five minutes after the scheduled starting time for events played at Dodge Fitness Center or ten minutes for events played at Baker Athletics Complex.
2. After a team's first forfeit, the team will be removed from its league and game schedule. The team's captain will have an opportunity to pay a \$50 re-entry fee until 3:00pm of the following business day. If paid before the deadline, the team will re-gain its spot in the league and game schedule. If the fee is not paid before the deadline, the team will no longer be granted the opportunity to pay the \$50 re-entry fee, and their spot may be occupied by a team from the waitlist. This first payment will serve as a team's re-entry fee into its league.
3. After a team's second forfeit, the team will be permanently removed from the league and game schedule. All members of the roster not present at the time of the second forfeit will be suspended from participating in the Intramural Program. The suspended members will have an opportunity to pay a \$5 re-entry fee to gain re-entry to Columbia University's Intramural Program. Please note they will not be able to join another team in the league which they forfeited out of, regardless of the team's division.
4. Any individual or team may be charged with a forfeit or loss by default for unsportsmanlike conduct.
5. Any individual or team who forfeit their first game in any one-day tournament or double elimination tournament, will be eliminated from the tournament. The individual or team may be replaced with an individual or team from the waitlist, if there are waitlist teams.

Sports Officials

Intramurals will provide trained student-officials for team competition and tournaments. For competition in individual sports (spikeball, squash, table tennis, etc.) the contestants are responsible for officiating their own matches. No more than two Intramural staff can play on the same intramural team.

Protests

Protests are restricted to matters of rule interpretation and player eligibility. Protests concerning judgment calls by an official will not be recognized or reviewed. Only team captains or designated captains may file a protest. Legitimate protests will be reviewed by the Intramural Staff. Notification of a protest must be made to a game official at the time of the alleged infraction and prior to the next live ball. A Protest Form must be completed after the game by the protesting team with the assistance of an Intramural Supervisor. The game will continue and the Protest Form will be reviewed the next business day. Games in which a protest is found to be valid will be replayed from the point of the rule infraction (provided the protesting team has lost).

Disciplinary Action

1. If a player is ejected from a game for any disciplinary reason the Supervisor and Officials will write an Incident Report. The player must leave the gym or field immediately before the game continues. Ejected players will be suspended from Intramural Sports indefinitely and must meet with the Director of Intramurals and Club Sports or a designee before being reinstated.
2. Any player charged with fighting or striking any official or participant will be automatically ejected and suspended from Intramural Sports indefinitely and must meet with the Director of Intramural and Club Sports before being reinstated.
3. Any damage to or loss of borrowed equipment is the responsibility of the participant. If any unreasonable damage occurs to Intramural equipment, the Intramural Supervisor will submit an incident report, and the responsible player will be required to pay the FULL replacement cost by the next business day. The participant will be ineligible to participate in any Intramural activity until the situation is resolved.

Gag Rule

1. Participants other than the team captain questioning an official's judgment are subject to ejection.
2. The team captain will be the designated speaker for their team. If the team captain is absent, the team will designate a spokesperson during the pregame captains' meeting.

Sportsmanship Rating Policy

All Students, Faculty, Staff and Alumni are encouraged to participate in as many Intramural events as possible. However, participants are expected to behave in a mature and sportsmanlike manner. To encourage this kind of recreational atmosphere, the following Sportsmanship Policy will be enforced:

1. Following each team sports contest, the game officials will rate each team on their sportsmanship on a scale of 0 – 4, four being excellent.
2. **Teams must average a minimum of a 2.5 rating during the regular season and throughout playoffs. Sportsmanship ratings from the regular season carry over into playoffs. If a team's average rating drops below a 2.5 after a playoff game, they will be eliminated from playoffs regardless of the game's outcome.**
3. The first time a team receives a rating below a 2.5 in regular season play, the captain of the team will receive a warning email from the program office.
4. In one-day tournament events, teams must score at least a 2.5 rating in all contests. The first time a team receives a rating below a 2.5 in a one-day tournament event, the team will be eliminated from the tournament. The game in which the team received a rating below a 2.5 will be counted as a forfeit against the offending team, and that team will default any future games in the tournament.
5. In multi-day tournament events, teams must average a minimum of at least a 2.5 rating after their second game. For example, if a team receives a 2 in their first game, they must receive a 3 or 4 rating in their next game in order to average at least a 2.5 rating. **If after the second game, the team sportsmanship rating is below a 2.5, that team will be eliminated from the tournament.**
6. If a player or spectator is ejected from a game for any reason the maximum sportsmanship rating the team of the offending player can receive is 1.0.

SPECIFIC RATING SCALE:

4 = A normal flowing game takes place, with no major issues from either team's members or associated spectators. If the questioning of an official's calls occurs, it is only carried out in a respectful manner and only based upon rule interpretation. Both teams are consistently respectful toward one another, as well as Columbia University Intramural staff (CUIM staff).

3 = There is some questioning of the officials' calls, and/or a few complaints are voiced by participants or associated spectators, but with no major issues. No official conduct warnings are issued, and teams have, for the majority of the game, shown good sportsmanlike behavior toward each other and the CUIM staff.

2 = Teams, individuals, or associated spectators repeatedly question the official and their judgement. This is the highest sportsmanship rating given if an individual is issued an official conduct warning for unsportsmanlike conduct (e.g. a

yellow card in soccer, technical foul in basketball, etc.) A team or individual displays unsporting behavior to their opponent verbally or physically, or is repeatedly disrespectful to the CUIM staff.

1 = Multiple warnings are issued to a team, individual participants, or associated spectators. This is the highest sportsmanship rating given if two warnings for unsportsmanlike behavior are issued to the same team. An ejection may occur for an individual due to repeated warnings based on their sportsmanship, play, or behavior (e.g. a red card in soccer, a second technical foul in basketball, etc.) Harassment towards CUIM Staff and/or opposing players is continuous and disrespectful. Behavior is beyond what is acceptable in the game, the standards of the intramural program, and Columbia University.

0 = Multiple ejections occur, or three total warnings for unsportsmanlike conduct are issued to the same team. Verbal and abusive language from team members or associated spectators towards opponents or CUIM Staff persists. This sportsmanship rating is given to the offending team if behavior was so unacceptable that the game is forfeited or ends before the completion of regulation. Fighting, which includes, but is not limited to, physical confrontations between players or teams and threatening or assaulting a CUIM staff member, will result in immediate ejection. Involved players may be subject to removal from the league, at the discretion of the Intramural Director and Assistant Director. CUIM staff may report offending individuals to the Office of Student Conduct and Community Standards for any actions conducted before, during, or after completion.

Alcohol / Drugs / Tobacco

Alcohol and drugs are prohibited in all recreational activity areas. Participants are not allowed to smoke or chew tobacco while participating in or watching Intramural events. Those individuals who are under the influence of drugs or alcohol will not be allowed to play, and will be written up and reported to both the Director for Intramural and Club Sports, as well as the Assistant Athletics Director for Physical Education and Public Safety. In addition, the individual may be brought up on College Judicial Charges in accordance with the Code of Students Rights, Responsibilities and Conduct. Alcohol, tobacco and drugs are strictly prohibited from all University athletic facilities during Intramural events.

Health and Injuries

Since participation in the Intramural Program is on a voluntary basis, neither the Columbia University nor the Department of Physical Education will accept responsibility for injuries sustained while participating in Intramural sports or in the open recreation program. All participants are strongly encouraged and advised to provide their own health insurance coverage and receive a yearly health examination. When an injury occurs please notify the Supervisor on duty. Injuries of a more serious nature are referred to CUEMS. Any cost incurred from an injury is the responsibility of the participant.

Intramural Team Captains

The team captain is the contact person between the team and Intramural Sports Office. A dependable captain is necessary for a team to compete successfully in Intramurals. Matters concerning the team are communicated to the captain and they are responsible to pass the information on to their teammates.

CAPTAIN'S RESPONSIBILITIES:

1. Register team on *imleagues*.
2. Know eligibility rules, sports rules, and forfeiture rules.
3. Inform teammates of game dates/times and cancellations.
4. Make sure that teammates are checked in at the playing site 10 minutes prior to contest start time with valid CUID.
5. Check the score sheet before leaving the playing site to ensure that the final score, player's names, and contest winner are recorded correctly. The captain must be aware of the sportsmanship rating their team received.
6. It is both the team captains' and the players' responsibility to read and adhere to the policies of the Intramurals Program.

Email intramurals@columbia.edu with any questions.

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