

University of Central Arkansas Intramural Sports Program



Policies & Procedures Manual

Campus Recreation 501-450-5712

www.uca.edu/campusrecreation

Updated 9/13/22

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Letter From Logan Wile

Director of Intramural Sports

Intramural Sports here at the University of Central Arkansas continues to see record participation across all sports, every year. As UCA continues to grow, I plan on expanding and improving our program to match the needs of every student on this campus. Intramurals here at UCA have a strong tradition of participation, competition and fun. Through new programming I hope to continue to grow these traditions in the upcoming season. No matter your skill level or experience, I encourage you to sign up and experience the thrill that is UCA Intramural Sports. Let us show you why we're regarded as the preeminent Intramural Sports program in the state!

Logan Wile
Director of Intramural Sports

What Are Intramural Sports?

The Intramural sports program at the University of Central Arkansas is one component of the Department of Campus Recreation within the Division of Student Services. The program is very structured and offers individual, dual, and team sports for participation. Participation is not required, and an individual does not have to be highly skilled to participate. Activities are scheduled over an extended period while others take place during a couple of days. Most teams play once a week, and contests are scheduled during the late afternoon evening hours.

We hope you will get involved in the intramural sports program. It's a great opportunity to compete with your friends and meet other students, faculty, and staff. If you have any questions, please contact the Intramural Sports Department at 501-450-5162.

Purpose

The purpose of the Intramural Sports program is to provide an opportunity for every student at the University of Central Arkansas to participate in some type of competitive sports activity as regularly as their interest, ability, and time will permit. The rules and regulations which have been formulated for the activities in this program take into consideration the necessary preparation for each activity as well as the degree of skill of each participant.

Objectives

1. To provide wholesome and healthy activities for recreation and relaxation from strenuous schoolwork and the rapid pace of modern society for students, faculty, and staff members.
2. To provide equipment, facilities, and encourage wholesome participation in a large number of sports activities by students, faculty, and staff members.
3. To stimulate an interest in athletics and recreation through a high quality program.

4. To provide an opportunity to develop sportsmanship of the highest order. Everything that sportsmanship implies should be developed on playing fields and playing courts of the University of Central Arkansas.
5. To provide an opportunity to learn the important values developed through team spirit and cooperation.
6. To provide the opportunity to belong to a group.
7. To provide an opportunity to make social contacts and friendships which could not readily be developed in the classroom.
8. To provide the opportunity for every student regardless of their ability to realize the joy and fun of participation in their favorite sport.

Organizational Structure of Intramural Sports

Vice President of Student Services

Dean of Students

Director of Campus Recreation

Director of Intramural Sports

Student Supervisors

Intramural Officials

Team Managers

Students

The Intramural Sports Office is located in the HPER Center. All records and standings are kept on file in this office. Any official information concerning individuals or teams may be obtained there. Managers are responsible for obtaining this information. Information can be found on the check in counter outside the Intramural Office. Information can also be obtained by visiting our website at <http://uca.edu/campusrecreation/intramural-sports/>

Intramural Advisory Council

The Intramural Advisory Council shall be the governing body of the organization. The committee is composed of one representative from each organization/team. The committee has as its main objective to advise on current and future Intramural activities and evaluate the state of the Intramural Sports program at UCA. Meetings are on a needed basis if an issue were to occur. Each organization's Intramural Representative (Intramural Chair) must attend the meetings.

Non-Discrimination Policy

Standing against bigotry by holding fast to the basic principle of respect for human rights, in all matters both public and private, the Intramural Sports Program strives to promote civil society and social justice. The Intramural Sports Program strives to uphold ethical standards. Accordingly, the Intramural Sports Program does not tolerate discrimination against persons on the basis of race, gender, religious affiliation, age, marital or civil union status, sexual orientation, gender identity, national origin, ancestry, intellectual development, or physical ability.

How to Enter an Intramural Sport

1. Watch for special notices, which will be posted on the counter outside the Intramural Office. Other sources that provided information are various locations across campus, campus media, and the intramural sports website <http://uca.edu/campusrecreation/intramural-sports/>
2. Team Sports: Sports that require your attendance at manager meetings, (Flag Football, Soccer, Basketball, Volleyball, and Softball). All Teams must be represented at these meetings.
3. Individual and Dual Sports: Each participant must obtain the proper entry forms from the Intramural Office and return them by the entry deadline.
4. Schedules for all activities will be made available as soon as possible and may be obtained at the Intramural Office by any team member.
5. Any entry form sent digitally must be turned into the Intramural Office before the end of that sport entry deadline.

Team Manager

1. Enter their team for competition promptly when the announcements are made from the Intramural Sports Director.
2. Understand the game rules, and convey them to team members. If in doubt, check with the Intramural Sports Director.
3. Make sure each team member's name is on the team roster.
4. Keep team members informed concerning the time and place of all scheduled contests.
5. Notify team members of any changes in the schedule.
6. Keep informed by frequent visits to the Intramural Sports Office.
7. Cooperate fully with the official in charge of the games, with regard to the score, line-up and other data pertinent to the contest.
8. Be sure that all team members are ready to play at the scheduled time.
9. Make sure each team member is eligible.
10. Be responsible for the conduct of their team members and organization.
11. Must be a University of Central Arkansas student.

Manager's Meetings

Each Intramural team sport (Flag Football, Soccer, Basketball, Volleyball, and Softball) has three scheduled manager's meetings before the season begins. Every team must have a representative at one meeting to assure entry. Team rosters are due at 5:00PM on the entry deadline day. The meeting will cover schedules, rescheduling procedure, forfeit, inclement weather, disciplinary action, protest and all rules. Dates and times for these meetings are included on the Entry Form, and on the intramural sports website <http://uca.edu/campusrecreation/intramural-sports/>

Free Agent Notebook

To facilitate participation in team sports a Free Agent Notebook is located in the Intramural Office. This notebook is for students, faculty, or staff in search of a team to play on, as well as managers who need extra players. Individual players are also welcomed to attend the manager's meetings in order to attempt to join a team.

Injuries

Each manager will be responsible for getting each participant to sign a consent form releasing the University of Central Arkansas from injury responsibility. All participants are encouraged to have a physical and obtain insurance prior to participation. The Intramural Sports office and UCA are not responsible for injuries occurred while participating in Intramural Sports. Participation in any Intramural activity is on a voluntary basis.

Player Safety

Concussions - Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate healthcare professional (licensed physician). If a player is transported to a hospital or has been seen by a physician for concussion-like symptoms, then documentation must be provided to the Intramural Office stating the player is medically cleared to participate prior to further intramural participation. Common Symptoms of concussions include:

- Headache
- Fogginess
- Difficulty concentrating
- Easily confused
- Slowed thought process
- Difficulty with memory
- Nausea
- Lack of energy, tired
- Dizziness
- Blurred vision
- Sensitivity to light
- Mood change, anxious
- Appears dazed

Alcohol and Drug Policy

If any member of your team is suspected to be under the influence of drugs or alcohol by an official, the entire team will be penalized by the assessment of a game forfeit. The team manager must meet with the Intramural Director before the team can be considered for reinstatement. The player(s) involved will also need to meet with the Intramural Director to discuss their individual reinstatement. Reinstatement in these cases is not likely.

Dress

Any type of sportswear appropriate for the activity is sufficient. All participants must wear proper footwear that is most suitable for the sport in which they're participating. Refer to each specific activity for additional information regarding appropriate dress and shoes. Sportswear will change in different sports. NO METAL CLEATS.

Awards

Championship T-Shirts will be given to the winning team or individual in each sport. An overall champion for each division will be named at the end of the Intramural Sports season. The Mercury Cup, Laurel Cup, and Murry's are perpetual awards presented each year to acknowledge the organizations that have worked and played hard throughout the academic year. You may only receive one T-Shirt once you win a sport.

Eligibility

All students, faculty, or staff at UCA are eligible to participate in Intramural activities with the following exceptions:

1. Any student who has played professionally in any sport will be ineligible for those activities in the Intramural Sports program in which they have broken their amateur standing.
2. A team may have a maximum of ONE varsity (intercollegiate) athlete on their team. A varsity (intercollegiate) athlete is any student who has earned a varsity letter, numeral, or its equivalent the previous academic year and is no longer competing at the intercollegiate level.
 - a. Example:
 - i. Collegiate Football – Intramural Flag Football – Can't Participate
 - ii. Collegiate Football – Intramural Basketball – Can Participate
3. A squad member of any current varsity sport is ineligible for Intramural competition in that sport.
 - a. A squad member is any student who is listed on the varsity, freshman, or "B" squad roster on the opening day or who later joined the squad and is practicing on a daily basis.
 - b. Should a person's name be removed from the squad list by the coach prior to the first scheduled game for that sport and a written notice is given to the Intramural Sports office, they shall be eligible for that intramural sport.
 - c. Any student who is on an athletic scholarship shall be ineligible for that sport for which the scholarship was given.
4. A varsity or freshman squad member of any sport, who becomes scholastically ineligible for the competition shall not, during the period of ineligibility, participate on an Intramural team in the same sport.
5. Players, after entering one contest in an activity with a given team, may not transfer to another team during the same activity. If players transfer to another team after one game has been played, such players will be deemed ineligible for the remainder of that sport.
6. Once a player is removed from a roster that player cannot be added back on the team.
 - a. No player can be removed from a roster if such player has played in at least one game.
7. Players may not compete for two teams
8. Teams may not play ineligible players, even by mutual agreement of both captains and other players in the contest.
 - a. The penalty for any team playing an ineligible player shall be the loss of all games in which the ineligible person played.

9. A student must be enrolled and a current student as the University of Central Arkansas defines as an enrolled student.
10. Players must have played in at least one regular season game to be eligible to participate in any playoff/tournament.
11. Co-Rec sports are the only sports where both genders participate with each other.
12. For players to be eligible to participate in an Intramural game they must present their UCA ID at each event.
13. If you're a member of a club sport you cannot have more than a 3rd of the required number of participants per sport.
 - a. Example:
 - i. Softball – 3
 - ii. Volleyball – 2
 - iii. Flag Football – 2
 - iv. Soccer – 2
 - v. Basketball - 1
14. Any division that does not have at least 8 teams in their division, their championship game will be played at a campus recreation facility.

Point System

1. Active Sports will be worth the following points
 - a. 6 points for 1st place
 - b. 4 points for 2nd place
 - c. 2 points for 3rd place
2. E-Sports will be worth the following points
 - a. 3 points for 1st place
 - b. 2 points for 2nd place
 - c. 1 point for 3rd place

Specific Eligibility Rules

Greek Division

1. Any Greek Organization, which is recognized by the Student Life Office, will be eligible to play in the Greek Division.
2. Only individuals who are active members or pledges of that fraternity or sorority shall represent Greeks. NOTE: Students' names must appear as active on the Greek roster registered with the Division of Greek Services at UCA. No pledge will be eligible to participate in Intramural Sports with a

Greek organization until the Greek Roster has been turned into the Department of Greek Services at UCA. Honorary Members are not eligible to participate in Intramural Sports.

- a. Only active roster Greek members can participate for the Greek Division.
 - i. Alumni of Greek Organizations that are still students at the University of Central Arkansas are no longer allowed to participate in the Greek Division.
3. Greek members transferring to UCA during the semester break will be eligible when their names have been reported to the Intramural Sports Office providing they meet all other eligibility rules stated herein.
4. Pledges may not transfer from one team to another during the middle of a sport, if that pledge has played in at least one game.
5. Co-Rec teams will be decided by raffle.

Residence Hall Division

1. The player roster must be composed of students who live in specific Residence Halls.
2. Residence Hall Directors are eligible to participate.
3. If your Residence Hall does not have a team entered, you may sign on a different Residence Hall team.

RSO/Independent Division

1. The player roster must be composed of students who are members of a particular organization, club, and faculty or a general group of people who will compete together.
 - a. A Maximum of 2 UCA Recognized Student Organization(RSO) employees under their organization may play with that group, but must be a member of the HPER Center.
 - b. Alumni Memberships only give access to the HPER Center and Campus Outdoors. It does not allow them to play intramural sports.
2. Each organization's team cannot exceed the roster limit.

General Policies

1. Any player who uses profane language or who flagrantly disobeys the rules of the contest, or who flagrantly disagrees...by action or words...with an official

- decision, shall be removed from the game. Players will also be ineligible to play in the next game in which their team plays. (Forfeit games do not count)
2. Any player who repeatedly or willingly fully commits flagrant violations, or who instigates or joins in a fight shall be expelled from that contest and will not be allowed to participate in any further Intramural Sport activities for the remainder of that school year.

Team Conduct

1. It will be the duty of each organization to control the actions of all team members representing that organization. Any harassment of officials or members of the opposing team, by either player or coach, shall result in the forfeit of that contest.
 - a. Suspensions may result from this type of behavior
2. In the event any member, or members, of a team shall move onto the playing area for purposes of forceful protest or to be involved in a fight, that team/individual shall be excluded from Intramural Sports competition for the remainder of the school year. The persons involved in these activities will be referred to the Dean of Students Office for appropriate action.
- 3.

Fan Conduct

1. The conduct of fans representing a particular organization will be the responsibility of that organization. In the event that fans representing a particular team use profane language, harass officials or opposing team members, or refuse to abide by acceptable standards of behavior, that team will forfeit the contest. In the event this behavior is repeated a second time, that team or organization will be excluded from further Intramural Sport competition for the remainder of that school year.
2. In the event any fan, or fans, approach the playing area for the purpose of forceful protest or to be involved in a fight, that team or organization may be expelled from Intramural Sports competition for the remainder of the year and the fans involved will be referred to the Dean of Students Office for appropriate action.
3. In the event an organization is excluded from competition for one of the reasons stated above that organization will not be eligible for reinstatement until the following semester.

Code of Conduct

Any person or team competing in an Intramural Sport event must follow the code of conduct as listed below.

1. Any participant (player, coach, or fan) ejected for unsportsmanlike conduct will be suspended from the team's next game and must meet with the Director of Intramural Sports within 24hrs of occurrence, in order to participate or spectate at the team's next game.
2. Any participant ejected for intentionally contacting a game official will be suspended from Intramural Sports indefinitely.
3. The second unsportsmanlike penalty by the same player or non-player per game results in disqualification of that player.
4. An individual will be removed from a sport upon receiving their third unsportsmanlike penalty per sport.
5. The fourth unsportsmanlike penalty during a sport will result in the forfeiture of all remaining games, and the team will not be eligible for tournament play.
 - a. The entire team will be suspended from all Campus Recreation facilities until the end of the semester or have met with the Director of Campus Recreation.
6. The Director of Intramural Sports has the right to refuse a team to participate in Intramural Sports due to disciplinary actions that have been obtained by a team.
7. If any player, coach, or fan deems it necessary to protest their ejection, disqualification or suspension from Intramural Sports the final decision will be made by the Director of Campus Recreation.

Forfeits

1. If a team or contestant fails to appear at the scheduled place within five (5) minutes after the scheduled time for the contest, the Intramural Office shall declare the contest a forfeit to the team or contestant ready to play. In case neither team is ready to play, both teams will be given a forfeit.
2. Forfeits will result in the loss of $\frac{1}{2}$ their entry points.
3. Forfeits will be the result if any player/coach participates in a fight
4. For each forfeit the team will be charged \$30
 - a. Forfeits must be paid to the HPER Center Front Office.
 - b. If a team does not pay the forfeit fee before their next scheduled game it will result in an automatic loss. The team will not be charged an additional \$30 forfeit fee.

5. Co-Rec Events
 - a. The organization that failed to appear in their game will be the only organization that will be charged the \$30 forfeit fee and will lose ½ of their participation points.
6. Double Header
 - a. If a team forfeits the first game of a double-header the team will automatically be disqualified and be forced to take the loss of their second game.
7. Team Sports
 - a. If a team forfeits a game and fails to pay the \$30 forfeit fee that team and team members will not be eligible to participate in the next sport until the \$30 forfeit fee is paid.
8. All forfeit fees' can be disputed to the Director of Campus Recreation.

Protest

1. A protest will be entertained only when it involves interpretation of a rule or rules, or the use of an ineligible player, and NOT the judgment of an official.
2. The protest must be made upon the field of play, before play resumes. A protest must be made to the director. The director has the right to make a decision at that point. The game will continue at that point. The official shall announce that the game is being played under protest and so noted in the scorebook.
3. In addition, all protests must be made in writing and submitted to the Intramural Sports Office within 24 hours after the contest in question. Should a protest be initiated after the contest, this should be made in writing and submitted to the Intramural Office within 24 hours.

Tie Breaking Procedure For Round Robin Tournaments

1. If a two-way tie exists, the winner of head-to-head competition will decide it.
2. If a three-way or more exist, it will be decided as follows:

- a. Forfeit – the team that forfeited during the season will be dropped to the lowest position among the teams tied.
- b. The difference between total points scored versus total points allowed (Point Differential).
3. If two teams have the same point differential, then head-to-head competition will determine playoff placement.
 - a. If all teams have the same point differential, then total points scored will determine playoff placement.
 - b. If two teams have scored the same number of total points, then head-to-head competitions will determine playoff placement.
 - c. If all teams have scored the same number of points, then the fewest points allowed will determine playoff placement.
 - d. If two teams allowed the same amount of points, then head-to-head competitions will determine playoff placement.

Heat Index

1. If the heat index is ever over 100 degrees Intramurals will be postponed until the heat index goes below 100 degrees.
2. If the heat index is above 95 degrees each halftime will be 10 minutes long. If a game lasts more than 20 minutes, a stoppage in the game will occur for water and a cool down period lasting 10 minutes.

Intramural Sports Fair Play Statement

The Department of Campus Recreation is committed to creating and maintaining an environment that is socially, culturally, and globally competent. Profanity, derogatory comments or other intimidating actions directed at participants, officials, team representatives or other fans – including singling out anyone by name, number or position – will not be tolerated and participating in other acts in conflict with good sportsmanship and fair play are subject to ejection. Thank you for your cooperation in supporting the participants and officials in a positive manner and in creating a safe and positive game environment.

Intramural Sports Tenets

1. Play fair.
2. Play by the rules of the game.

3. Act respectable in victory and defeat.
4. Respect opponents, teammates, officials and spectators.
5. Promote Intramural Sports

Inclement Weather Policy

- Contests are oftentimes postponed or canceled due to poor weather, poor field conditions, or power outages. As part of university protocol, we are required to postpone any activities at least 30 minutes with a notification of lightning within 10 miles.
- A decision to play or cancel games is made by 5PM the day of the inclement weather. The intramural sports director may cancel games on site, if necessary. Information on the status of games is available by contacting the intramural sports office.
- If time, space, and personnel are available, games may be rescheduled.
- Outdoor sports are played in all types of weather and are only canceled when there is a danger to participants or possibility of field damage.

Emergency Action Plan

Farris Softball Fields and Rec Field

Complex Tornado

Watch/Warning

1. The Intramural Sports Office should monitor weather to determine when tornado watch has become warning and the tornado warning should go into effect.
2. If it is deemed a tornado warning, by the Intramural Office they should alert the referees of this warning
3. All patrons need to exit the facility (if time allows) and go to safety. They can choose to go to their vehicle and go home, but we encourage them to take cover inside the complex building (bathrooms or storage). They need to get into the building safely and calmly, find a sturdy wall to take cover and use their hands or equipment to cover their heads. Stay away from windows.
4. There should be NO one leaving the building until all clear has been sounded.
5. Once the severe weather has passed, in an orderly and polite manner, instruct the people to exit the complex.

Lightning

1. The Intramural Sports Office should monitor weather to determine when there is thunder or lightning in the area.
2. If the Intramural Sports Office notices lightning and it is deemed to be within 10 miles, games are suspended immediately.
3. All activities are ceased and participants should be made to exit the complex and either take shelter at the complex or in their vehicles. Participants should be instructed that weather updates for resumption of play can be found in their GroupMe Group
4. All patrons should stay away from swinging the bats and/or sitting on the bleachers during lightning delays.
5. Any time lightning strikes the time will reset to the 30 minute period before patrons will be allowed back on the playing field.
6. There should be NO one leaving the building until all clear has been sounded.
7. If the field is playable and it is not too late at night, resume play of games.

Fire

1. When the fire alarm sounds, the Intramural Office should calmly and quickly ask patrons and employees to quit their activities.
2. All patrons and employees will need to exit the complex safely and calmly.
3. The Intramural Office should instruct participants to get away from the complex.
4. Survey your area and be sure everyone is away from the fire and do not return back until you have been given the "all-clear" to do so.

Lockdown

1. Upon direction/instruction/signal of the UCA Alert and/or Emergency Notification System, that there is a lockdown on campus, you should immediately ask patrons to quit activities and get off the fields.
2. Lock all doors and turn off all lights.
3. Move all patrons and workers to the restrooms, or storage areas. Turn off the room lights, lock all the doors and barricade to the extent possible.
4. Once everyone is in place, they should remain still, quiet, and silent cell phones or devices that can generate noise.
5. Do not answer the door for anyone. Unless they have a key...they dont get in.
6. Do not leave the area until you have been notified that an "all-clear" or "resume normal operations" message has been given.
7. **We cannot force patrons to stay. If they must, or choose to leave, ask them to completely exit the Intramural Field Complex.**

Active Shooter

1. Upon direction/instruction/signal of the UCA Alert and/or Emergency Notification System, that there is a lockdown on campus, you should immediately ask patrons to quit activities and get off the fields.
2. Lock all doors and turn off all lights.
3. Move all patrons and workers to the restrooms, or storage areas. Turn off the room lights, lock all the doors and barricade to the extent possible.
4. Once everyone is in place, they should remain still, quiet, and silent cell phones or devices that can generate noise.
5. Do not answer the door for anyone. Unless they have a key...they don't get in.
6. Do not leave the area until you have been notified that an "all-clear" or "resume normal operations" message has been given.
7. **We cannot force patrons to stay. If they must, or choose to leave, ask them to completely exit the Intramural Field Complex.**

If you are in a secure area and see or suspect a violent incident occurring, you can use your cell phone or the telephone to call 911 to relay your specific location (i.e. your building name and office, room, or area/field you are located). Where possible, identify the number of people at your location, report injuries if any, and most importantly describe the assailant(s) - what they look like, what they are wearing, the direction they are traveling, and type of weapon(s) they have.