

# SGA Intramural Sports Rules & Regulations

## **Eligible Players**

In order to be eligible to participate in SGA Intramural Sports and to be considered a “player” on a team roster, each participant must fall under one of the following categories.

### **Non-Student Category**

UTMB Employees  
UTMB Residents  
UTMB contract employees  
Registered members of the UTMB Alumni Association  
Spouses of UTMB students  
Spouses of UTMB Employees  
Registered visiting students to UTMB

### **Student Category**

Registered UTMB Students

If any participant, **LISTED ON THE ROSTER**, does not fall into either of the categories described above, then that participant cannot play and is considered an illegal player. Furthermore, the team with that illegal player(s) will forfeit any and all games until the illegal player(s) is/are removed from the roster (crossed off). If at least one participant falls under the Employee Category, then the team is required to pay the Non-student registration fee.

The above categories will be verified by the UTMB Registrar’s Office (for students) and the Employee and Alumni Offices (for employees). **IT IS THE RESPONSIBILITY OF THE TEAM CAPTAIN TO ENSURE THAT ALL THE NAMES LISTED ON THE ROSTER FALL UNDER ONE OF THE ABOVE CATEGORIES.**

## **Registration**

When signing up to compete in an intramural sport, a team must submit the following items to the Office of Student Life prior to the registration deadline:

- An entry fee – Any team with at least one non-student must pay the non-student fee.
- A team roster/waiver form with the team captain’s name, phone, and e-mail address.
- A team roster/waiver form signed by each player on the team and their name written legibly.
- School or Employee number listed for each player.
- Two \$25 forfeit checks.

A team will forfeit any and all games until the above has been completed and turned into the Office of Student Life.

## **Team Rosters**

In order for the roster to be considered **COMPLETE**, **EVERY** name listed must have a signature. This needs to be done **BEFORE** your team plays the first game. If there is a name without a signature, the team will receive a forfeit for every game until there is a signature for every name. If you have a name without a signature, you may draw a line through the name, date it, and **RE-SUBMIT** the roster to the Office of Student Life **BEFORE** the first game.

### **A TEAM CAPTAIN CANNOT AMEND A ROSTER UNTIL THE ROSTER IS COMPLETE.**

Team captains may amend their **COMPLETED** rosters anytime prior to the third week of play. All changes must be submitted to the Office of Student Life and all added players must sign a waiver form.

Players may be on more than one team roster within a division. Players may play with as many other teams in one division as they choose during regular league play, as long as they have signed a roster/waiver form. **NO ONE PLAYER OR TEAM MAY COMPETE IN MORE THAN ONE DIVISION, TO DO SO WILL RESULT IN THE TEAM(S) (WITH THE ILLEGAL PLAYER(S)) RECEIVING A FORFEIT.** Failure to sign the roster /waiver form, before playing, will result in the team (with the illegal player) forfeiting the game.

Only rostered players are allowed to play for their team in the season playoffs. Players are only allowed to play for one team during playoffs. If a player is on more than one team roster/waiver form, then the first team they play with during the playoffs, will be their official team for the remainder of the playoffs. Playing on multiple teams during playoffs will result in a forfeit for the team with the illegal player.

Team captains are responsible for insuring that, at all times, the number of rostered players on the field/court meets the minimum requirement for that sport. Co-ed teams have the additional responsibility of also meeting the minimum requirement of female players at all times.

	<u>Minimum Number Of Rostered Players</u>	<u>Minimum Number Of Female players (for co-ed only)</u>
• Volleyball (Open & Co-ed)	4	3 (or 2 if playing with 4)
• Softball (Co-ed)	8	3 (or 2 if playing with 8)
• Soccer (Co-ed)	6	3 (or 2 if playing with 6)
• Flag Football (Open)	5	
• Basketball (Men's A, Men's B & Co-Ed)	3	2
• Indoor Soccer	4	2
• Dodgeball (Co-ed)	5	2

Team captains may request to have copies of final team rosters after the start of the third week of play and prior to the playoffs.

Rosters can be faxed (747-2527), mailed (route # 1316 or 300 University Blvd, Galveston, TX 77555-1316), or personally turned in to the Office of Student Life.

## **Scheduling**

League schedules will be distributed at a **MANDATORY** team captain/representative meeting. Schedules will be posted and available at the Office of Student Life and the Alumni Field House. Rules and regulations will also be discussed at the team captain/representative meeting.

Team captains should survey their academic calendars carefully **PRIOR** to league scheduling and make any scheduling conflicts (i.e. vacation dates, exams, and time restraints) known to the sport commissioner at the time of registration (before the schedule is made). There is a Special Request Section on every registration/waiver form. If we are aware of these in advance, we will do our best to accommodate any special requests. Any re-scheduled game that results from a team(s) inability to play and was not listed on the waiver form will be played without any referees.

## **Game Re-Schedule Procedure**

In order to re-schedule a game, the team captain must do the following at least **ONE WEEK PRIOR** to the game's scheduled date or the game will result in a forfeit.

1. Contact the commissioner to get their prior approval.
2. Contact the other team captain to ask if they would agree to re-scheduling the game and to arrange a time when both teams can play.
3. Re-contact the commissioner and let him know the new date and time.

The one-week rule is in place so that we can contact the referees and Field House and let them know the game has been cancelled. During the team captains/representative meeting everyone will be given a copy of all the particular sport's schedules so you know exactly when other teams are playing and when the courts/fields are available for re-scheduled games. Also, **ONLY TEAMS WITH LEGITIMATE EXCUSES WILL BE ALLOWED TO RE-SCHEDULE GAMES**. On the slim chance that the date the team captains agreed to play is not available, due to referees or Field House conflicts, both team captains will be contacted and the commissioner will find a suitable time to both team captains. Any approved re-scheduled game that results from a team(s) inability to play and was not listed on the waiver form will be played without any referees.

However, any game that is re-scheduled without the prior approval/notification of the sports commissioner will result in a forfeit for **BOTH** teams even if both teams agree to the change or regardless of which team initiated the request. We enforce this in order to show some courtesy to the referees and Field House and give them time to re-arrange their schedules.

## **Playoffs**

Standard tournament seeding rules will apply. League playoffs are single elimination and the number of teams is limited to 6 per division, because of court/field availability and funds available. The only exception to the maximum of 6 teams is in case of a tie. The seeding for the tournament will be calculated for each team by using the **REPORTED** win/loss record and forfeits accumulated by each team.

## **Forfeits**

### **A FORFEIT WILL RESULT WHEN A TEAM(S) VIOLATES ANY OF THE SGA INTRAMURAL SPORTS RULES & REGULATIONS.**

Each time a team forfeits, one of their \$25 checks will be cashed. If a team forfeits three games, then the team may be disqualified from the playoffs and from further league play. When league play has ended, teams may pick up un-cashed forfeit checks at the Office of Campus Life. If a team has not retrieved its forfeit checks by two weeks after the season's end, then the forfeit checks will be destroyed.

A forfeit includes but is not limited to:

- Failure to have the minimum required number of rostered players to start the game.
- Unsportsmanlike conduct as determined by the sport commissioner, referee, OSL personnel, or Field House personnel. This includes being courteous to referees, Field House personnel, Office of Student Life personnel, and other players.
- Failure to abide by the Intramural Rules and Regulations, Field House rules, and the particular sport's rules, including coed rules.
- Failure to ensure that all team members have signed the roster/waiver form before they play.
- Playing with an illegal player during playoffs.

## **Referees**

If a referee fails to show up by 5 minutes after official game time, the two team captains must agree to do one of the following before proceeding with play or cancellation:

1. Do not play, and contact the league commissioner to reschedule the game.
2. Play the game without a referee, and have it be an official game.
3. Play the game with a bystander as a volunteer referee and have the game be official.

If the team captains choose either of the last two options, then the game results will be official and the game will not be re-scheduled. If you choose the option 1, then a time suitable to both team captains will be determined by the commissioner and a referee will be provide for the rescheduled game.

## **Field House Rules**

League players must abide by Alumni Field House rules at all times. Failure to do so may result in that team forfeiting the entire season. UTMB employees that do not have Field House memberships must show their employee ID badge at the front desk anytime they enter the gym.

Children and non-member spectators are not allowed in the Field House. This will be enforced at all times, including playoffs. Non-members can enter if they chose to pay the \$5.00 Day Pass fee. Children are not allowed in at any time per Field House Rules. **ANY TEAM WHO DOES NOT RESPECT FIELD HOUSE RULES WILL BE DISQUALIFIED FROM FUTURE LEAGUE PLAY.**

## **Team Captain Responsibilities**

1. If the team captain cannot attend, then ensure that someone from your team attends the mandatory team captain/representative meeting.
2. Ensure that all the names listed on the roster fall under one of the approved categories.
3. Report the winning team's name, date of game, number of referees that showed up, and any problems that occurred with the referees or court/field to the Office of Student Life ASAP, but no later than one week from the time your game took place. **FAILURE TO COMPLY WILL RESULT IN THE GAME NOT BEING USED TO CALCULATE PLAYOFF SEED STATISTICS.**
4. Ensure that all team members know and follow the Field House and Intramural Sports rules at all times. Failure to comply will result in the team forfeiting the game or entire season.
5. Ensure that the Office of Student Life has a team roster/waiver form properly and completely filled out, including the signatures of all the team members, before the 1<sup>st</sup> game. If your team adds any player, before the 3<sup>rd</sup> week of play, that additional player must sign the roster/waiver form before they play. Failure to comply will result in forfeit of each game until the roster/waiver form is completely and properly filled out.
6. Report any violations of the SGA Intramural Sports Rules & Regulations to the Office of Student Life as soon as possible. Since we cannot be out there for every game, we rely on the team captains to police each other. If team captains choose not to report violations, (rule infractions or win/loss status after a game) **SUCH A DECISION MAY AFFECT PLAYOFF TEAM SEEDINGS STATISTICS.**

## **Problems, Appeals, Concerns, and Commissioners**

A commissioner is not necessarily going to be present for all the games. However, if a problem arises please don't hesitate to call the commissioner or SGA Vice-President, and they will deal with it ASAP.

Make sure you talk to the appropriate person **BEFORE** taking your appeal to the next level.

Any problems that need to be addressed must be discussed with the individual sports commissioner first. If at any time any player(s) is dissatisfied with a commissioner's decision, the decision may be appealed to the SGA Vice-President. If the player(s) is dissatisfied with the SGA Vice-President's decision, then he can make a final appeal to the Director of the Office of Student Life.

When the Director of Student Life receives the appeal they will determine if the appeal needs to go before the Intramural Sports Committee. If the appeal does not go before the Intramural Sports Committee, the Director of Student Life will have the final decision. If the player(s) is not satisfied by the Director's decision, then the player(s) may seek advice from their Student Affairs Dean or Faculty. Realize though that the Director of Student Life will also release all information and material pertaining to the ruling/incident to the appropriate Student Affairs Dean. If player(s) do not choose to accept the Director's decision, then the Director will refer all findings and materials to the appropriate Student Affairs Dean.

If the Director of Student Life or the Student Government Association Vice-President decides to refer the disagreement to the Intramural Sports Committee, then a meeting will be called within two weeks of the appeal reaching the Committee.

### **SGA Intramural Sports Committee**

The Intramural Sports Committee is responsible for the following:

1. Determines the rules
2. Manages the league
3. Resolves problems or appeals
4. Distributes rules to the team captains

Members of the committee include the Student Government Association Vice-President (Chair), the Student Government Association President, the respective Intramural Sport's Commissioner, Office of Student Life Coordinator of Student Activities, self elected or appointed students (Student Government Association Senators, students at large, etc.) and the Director of Student Life as Ex-Officio. The Director of Student Life on an as needed basis appoints members to ensure fair and equal representation for all the parties involved.

Every member of the committee has a right to vote with the exception of the Director of Student Life who ensures that all the procedures are handled properly and just by serving as EX-Officio. The Committee only meets when needed and meetings are called by the Student Government Association Vice-President or the Director of Student Life.

The Committee's decision is final and reserves the right to refer any situation to the appropriate Dean. However, if player(s) do not like the Committee's decision, they may seek the advice from their Student Affairs Dean or Faculty. Realize though that the Committee would release all their findings and materials pertaining to the ruling/incident to the Student Affairs Dean or Faculty as well. If player(s) do not choose to accept the Committee's decision, then the Committee will refer all findings and materials the appropriate Student Affairs Dean.

### **Miscellaneous**

Out of courtesy, the Office of Student Life may contact the team captains with reminders and announcements, however, regardless of additional contacts or not, all team captains are held responsible for all the rules that are handed out during the mandatory team captain meeting. Also, if the team captain did not attend the mandatory team captain meeting, they are still responsible for knowing and following all the rules.

In case of any conflict between this document and any oral or written policies or statements made by any Intramurals Sports, SGA, or UTMB staff member, this document shall prevail.

If you would like to be a sport commissioner, or have any questions, please contact the Office of Student Life at 772-1996.