

2026-2027

NORTHWEST MISSOURI STATE CAMPUS RECREATION HANDBOOK



Coordinator of Intramurals, Club Sports, & Recreation

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N/A

Campus Recreation Mission Statement

The mission of the Campus Recreation is to provide desired recreational sports activities and services for the purpose of enhancing students' knowledge, interest and behavior that promote healthy lifestyles, positive human relationships, responsible attitudes and productive leadership skills.

Campus Recreation will also provide quality space in an attractive environment for activities of the University. It will also provide, through employment opportunities, the potential for students to apply skill and knowledge taught in the School of Health Sciences and Wellness curriculum.

Through the provision of these diverse recreational opportunities, the Campus Recreation facilities performs an active role in the recruitment and retention of students and faculty while acting as a positive public relations tool.

This publication is a set of guidelines for Intramural sports participants at Northwest Missouri State University.

Guidelines for Intramural Sports Team Captains & Participants

The purpose of these guidelines is to provide team captains with an outline of their responsibilities; however, all captains must review and understand all policies and procedures as they are outlined in this handbook. Captains will be held accountable for all information contained within.

Administrative Duties

- **Registration:** Register your team online through IMLeagues during the registration period for the sport of interest. Please plan ahead and check the registration dates for the sport(s) you'd like to register for. Entries are available on a first come, first served basis, so popular activities may be closed after the first day of registration.
- **Roster/Waiver:** Roster/Waiver forms are now online through IMLeagues. Once you sign up for a sport, you will be asked to accept the conditions of the liability waiver/roster form. Captains will have to manage their team and invite each team member to sign up on their team. Additionally, team captains are responsible for knowing the eligibility status of all players on one's team. The onus is on the team captain to ensure that all players are eligible to participate and have been added to the official roster by the last regular season game.
- **Captain's Meeting:** The captain or a representative of each team must attend a captain's meeting for each LEAGUE SPORT that a team has registered for. Dates and times of the captain's meeting will be posting on the Intramural Sports Calendar/Website/Marketing Materials. This is a mandatory captains meeting, if a representative is not at the meeting, the team will be dropped from the league.
- **Rules Knowledge:** Be responsible for thoroughly understanding all intramural sports policies and procedures and sport specific rules and ensure that all team members know and abide by these guidelines.
- **Schedules and Results:** Check schedules regularly for updates/changes in game times. All schedules are posted online at www.imleagues.com. Occasionally, schedules may change due to various reasons, including but not limited to the following: facility availability changes, teams forfeiting, weather cancellations and reschedules.
- **Playoff Schedule:** Obtain the playoff schedule after your last regular season game from the IMLeagues website once they are posted. *Playoff times are not the same as the regular season.*

- **Game Time:** Ensure that enough team members are at the game 15 minutes prior to the beginning of your scheduled contest. GAME TIME IS FORFEIT TIME! Also, ensure that all players have signed in with the IM Supervisor before the start of each game.
 - Teams will have the option to wait for the opposing team to have the required minimum number of players if they choose. IM staff will allow 10 minutes (running clock) before the game will officially become a forfeit.
- **Forfeits:** After 2 forfeits in the regular season a team will be dropped from league play.
- **Communication:** Promptly respond to intramural sports staff communication (email, phone calls, etc.)

Sportsmanship Duties

- Educate your team members regarding the consequences of poor sportsmanship for both the individual and the team.
- Be responsible for the behavior of all of your team's players and spectators.
- Be responsible for ensuring that all your team members understand and abide by all intramural sports policies and procedures as outlined in this handbook.
- Assist the intramural sports staff in processing ejected players and inform any ejected players that they must promptly leave the facility or risk forfeiture of the game.
- Inform ejected players of the procedural steps for reinstatement.
- Serve as your team's liaison with IM staff as the only team captain is permitted to clarify calls with the IM Officials or IM Supervisors at the specific game site.

Intramural Sports Policies and Procedures

Registration Procedure



All Intramural participants will be required to create an account on IMLeagues.com

To create and IMLeagues account: ****Note**** IMLeagues offers a live support button in the top right corner of all pages, please use this button if you encounter any difficulties.

1. Go to www.imleagues.com/NWMissouri/Registration

OR

Go to www.imleagues.com and click Create Account

1. Enter your information, and use your school email (@nwmissouri.edu) and submit.
2. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.

3. You should be automatically joined to your school- If not you can search schools by clicking the “Schools” link.

How to sign up for an intramural sport:

1. Log in to your IMLeagues.com account.
2. Click the Create/Join Team button at the top right of your User Homepage page

OR

Click on the “Northwest Missouri State University” link to go to your school’s homepage on IMLeagues.

1. The current sports will be displayed, click on the sport you wish to join.
2. Choose the league you wish to play in (Men’s A, Men’s B, Women, etc.).
3. Choose the division you’d like to play in (Monday 5PM, Tuesday 5PM, etc.)

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

- i. Use the Create/Join Team Button at top right of every page.
- ii. Accepting a request from the captain to join his/her team.
- iii. Finding the team and captain name on division/league page and requesting to join.

c. Join as a Free Agent

- i. You can list yourself as a free agent in as many divisions with a league as you’d like. 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.
- ii. As a free agent, we recommend you contact the team captain.

When registering your team it is good to have the following already figured out:

- The sport(s) your team wishes to play
- Division and League
- Team Name

Late Registration

Late entries may be accepted if space is available (You must also meet with the Coordinator of Intramurals, Club Sports, & Recreation). Interested individuals must contact the Graduate Assistants immediately following the close of registration.

Captains' Meeting

The captain/captain or the representative of each team must attend a captains' meeting for each sport that a team has registered for. Dates and times of captains' meeting will be posting on the Intramural Sports Calendar/Website/Marketing Materials.

"Missed" Captains' Meeting: Any team that does not attend the captains' meeting will be dropped from the league.

Waitlisted Teams

Captains of teams registered for the waitlist are encouraged to attend the captains' meeting in order to increase the chances of their team obtaining an open slot, should one become available. Waitlisted teams that attend the captains' meeting will be eligible for an available slot before teams that did not attend the captain meeting. *Please note: Captains' Meeting ATTENDANCE does not guarantee a league/tournament slot for waitlisted teams.*

Program Formats

The intramural sports program at Northwest offers the campus community opportunities to participate in individual and team sports in either a tournament or sport season format. With a few exceptions, all programs are offered in a selection of divisions from which participants may choose based on their team's composition (i.e., gender of participants and/or competitive level- see below for a description of all divisions). In sport season activities, the divisions are broken into leagues. The league is generally the time slot in which your team will play its regular season games (e.g., B1 (Men's B Division) Mondays with 4pm & 5pm games). Leagues are typically offered Monday-Thursday evenings and tournaments are typically offered on the weekdays or evenings. **Depending on the league and its popularity, Sundays may be used for scheduling games as well.**

Divisions

Team captains are encouraged to select the appropriate division for their team’s skill level and desired level of competition. Players are not permitted to participate on multiple teams within the same division. *Due to incomplete league registrations or scheduling conflicts it may be necessary to combine divisions or move teams to make a complete league.* After reviewing the information below, if you have questions regarding what division your team should participate, please contact the intramural sports professional staff for assistance.

Division*	Division Composition	Sub-Divisions (not offered for all sports)
Men's	individual men or men's teams	A – competitive B – recreational
Women's	individual women or women's teams	None
CoRec	teams consist of a minimum number (sport specific) of players of each gender	A – competitive (3 game regular season + playoffs) B – recreational (3 game regular season + playoffs) Rec – recreational (5 game regular season, NO playoffs)
Open	teams consist of any mix of players from any gender	A – competitive B – recreational
Fraternity	Teams consist of Fraternity Organizations	A – competitive B – recreational
Sorority	Teams consist of Fraternity Organizations	A – competitive B – recreational
Res. Life	Teams consist of students who live in on campus residential life communities	A – competitive B – recreational

****While sport programs are typically offered in gender-based divisions, the Northwest Intramural Sports Program seeks to provide opportunities for all students to participate in its sport programs regardless of gender identification. If an individual or team is unsure of which division would be most appropriate in which to participate, please contact the Director of Student Recreation to work with professional staff to determine which division would most appropriately fit the participation needs of the individual or team.***

Eligibility

All currently enrolled undergraduate, graduate, current faculty and benefit eligible staff members are eligible to participate in the Intramural Sports Program **except** as follows:

- Participants may play on one co-rec and one men’s/women’s team per sport, per semester. A player declares team preference by the first participation.
- Fraternity and sorority members can play on both 1 fraternity/sorority team and 1 men’s/women’s team.
- **Players not appearing on the official roster before the first playoff game are not eligible to play in the playoffs (season sports) or, during a single elimination tournament, a player must appear on the roster and participate before the quarterfinals.**
- Ejected players who have been suspended are to be suspended until reinstated by the

Coordinator of Intramurals, Club Sports, & Recreation.

- Anyone who participates under an assumed name or uses someone else's ID is ineligible and may be suspended from further competition.
- Varsity, Semi-Professional, and Sport Club team members are subject to the guidelines outlined below.
- **DUAL CREDIT STUDENTS AND NORTHWEST AFFILIATES ARE NOT ALLOWED TO PARTICIPATE IN INTRAMURALS.**

Transgender Policy for Eligibility/Participation in Intramural Sports Activities

All Individuals shall be permitted to participate in the Northwest intramural sports program (i.e. leagues, tournaments, etc.) in accordance with that person's asserted gender identity.

*While sport programs are typically offered in gender-based divisions, the Intramural Sports Program seeks to provide opportunities for all students to participate in its sport programs regardless of gender identification. If an individual or team is unsure of which division would be most appropriate in which to participate, please contact the Coordinator of Intramurals, Club Sports, & Recreation, to work with professional staff to determine which division would most appropriately fit the participation needs of the individual or team.

Use of an Ineligible Player

Any contest in which an ineligible player was used will be forfeited. **In the playoffs, the team will be eliminated from the tournament and the last team playing against the disqualified team will advance.**

Varsity Athletes

Current members of varsity intercollegiate teams are not eligible for participation in the sport, or a related sport, in which they participate. Persons classified as a red shirt or those working out with the varsity team shall be treated as varsity squad members. Varsity players are considered those participating in either practice or any type of competition. Intercollegiate athletes are ineligible to participate in the sport, or related sport, for one full academic year after varsity status ceases, unless anticipated graduation date does not allow for a full academic year off. Questionable players should contact the Coordinator of Intramurals, Club Sports, & Recreation for clarification. Any team with an unapproved player will forfeit the games in which they participated.

- Only 1 former varsity athlete within their 1 year window can participate at a time.

Semi/Professional: A person who has competed professionally in a sport or signed a

professional contract will be ineligible in that sport or related sport. After 5 years of retirement from the sport, the person is eligible for intramural competition.

Sport Clubs

Sport Club Members are eligible to participate in intramural sports programs. Club team members are defined as those paying dues to a club and/or listed as a member of the club on the official sport club roster during the current academic year. Sport Club Members are eligible to participate in intramural team sports with the following restrictions for the same or like sports:

- A-Division Teams- No more than 3 club players may be listed on a roster.

Like Sports: As a guide, “like” sports are defined as follows:

- Basketball- 5on5 basketball, 3on3 basketball
- Soccer- outdoor soccer/ indoor soccer
- Softball or baseball- softball, whiffle ball
- Volleyball- Any Volleyball

Determining Player Eligibility:

The team captain is responsible for ascertaining the eligibility of the team’s players.

- The Intramural Sports professional staff members will assist the team captains and individuals with their questions of eligibility and interpretation of eligibility rules. Inquiring about eligibility questions in advance of contests helps avoid delays, potential protests and forfeits.
- Ineligible player inquiries can be initiated by other participants or the Intramural Sports Staff at any time.

Northwest ID Policy

All participants must present a valid Northwest ID card at each contest in order to be eligible to play. Team members who do not bring a valid Northwest ID cannot participate in the event.

NO BEARCAT ID = NO PARTICIPATION! Additionally, providing false information or soliciting ineligible players for teams will result in automatic team disqualification and may also require the suspension of individuals, captains, and teams from participating in future events, leagues, and individual sports.

Scheduling

Schedules for all intramural sports programs will be posted approximately **1-3 days prior to the start of the activity**. Schedules can be found online on the IMLeagues website.

Religious Holidays: The intramural sports program schedules games based on facility availability and the time line by which the sport needs to be completed. If a typical game day falls on a religious holiday, games will still be scheduled. If your team is unable to play on a specific holiday that falls during the sports season in which you are participating, the following time line for a schedule request to be made to the Coordinator of Intramurals, Club Sports, & Recreation is required:

- **Regular Season Games:** By the due date and time of the online captains' meeting for the sport in which the request is being made.

- **Playoff/Post-Season Games:** By 8am Monday of the last week of the regular season (e.g., your last regular season game may be on Wednesday, but request must be submitted the preceding Monday by 8am).

Rescheduling: Regular season games may not be rescheduled. Games will not be postponed because of social engagements, organization meetings, etc. If a player or team knows of potential conflicts, notify the Coordinator of Intramurals, Club Sports, & Recreation, **in advance of the captains' meeting due date** so that conflicts can be minimized **if possible**, during regular season scheduling.

Playoff games may be rescheduled at the discretion of the Coordinator of Intramurals, Club Sports, & Recreation based on the availability of facilities and timeline of playoffs. Any playoff schedule requests must be directed to the Coordinator of Intramurals, Club Sports, & Recreation by 8am Monday of the last week of the regular season in order to be considered **(no request can be guaranteed)**.

Defaults: If a team cannot play when they are scheduled, the team captain must contact the Intramural Sports staff before 3pm the game day in order to have the game count as a default. Failure to do so will result in the team being assessed a forfeit.

Playoffs for Season Sports: A single elimination tournament will be held at the conclusion of the regular season for all divisions. Team captains are responsible for verifying their playoff schedule at the conclusion of the regular season by checking the 'Schedules' webpage. Playoff games are typically NOT scheduled at the same time as your regular season games, therefore your team should be prepared to play on any day of the week in which the sport is played. All teams are eligible for playoff competition unless they have:

- Forfeited two (2) regular season games

- Failed to achieve the 4.0 sportsmanship rating average during the regular season

Postponements & Weather Cancellations: Games are played rain or shine unless field conditions, thunder storms, or other conditions lead to unsafe playing conditions. Do not assume that a game will be postponed due to poor weather conditions. Decisions concerning the cancellation of games will be made as close to game time as possible and are oftentimes not made more than one hour in advance of game time. Oftentimes games will not be canceled until game time by the on-site supervisor due to rapidly changing weather and/or field conditions.

In the case of inclement weather, it is the team captain's responsibility to check for an email/text on IMLeagues, a message on Facebook or Twitter, no more than one (1) hour before the start of play on the weekend concerning the status of play for the date in question.

The intramural sports office reserves the right to postpone a contest if circumstances warrant such action. All efforts will be made to reschedule any canceled games; however in the case of continuous bad or severe weather or limited facility availability, games will not be rescheduled. If playoff games are unable to be rescheduled, a league winner may not be determined due to canceled games.

Forfeits and Associated Penalties

Teams are strongly encouraged to arrive early for their games. Any game whose outcome is declared a forfeit will result in a loss being credited to the forfeiting team and the sportsmanship rating will be adjusted accordingly. A forfeit will be declared under the following conditions:

- A team does not show up for scheduled game.
- A team cannot field the required number of players by the designated game time.
- A violation of any rule that may result in a forfeit as stated in 'Participant and Fan Behavior.'

Associated Forfeit penalties will be assessed according to the following guidelines:

- The team will earn a 2.5 sportsmanship rating for this game.
- If a team forfeits two (2) games during the regular season the team will be removed from further competition.
- Forfeits due to ineligible players or unsportsmanlike conduct will result in the possibility of additional penalties for flagrant offenses.
- During playoffs, teams that forfeit are dropped from further competition.

Game Time: If one team is late/not present at game time the game will be forfeited by the team that is late, not present, or without the required amount of teammates per sport rules. The opposing team that has the required number of players will be given the choice:

- 1) Wait for the opposing team to have the required number of players present
- 2) Take the win

Score of Forfeited Game: A score of 1-0 will be recorded for a forfeit win for all sports

Protests

It is the strong belief of Northwest Campus Recreation that contests should be won or lost on the field of play. The intramural staff will resolve all disputes immediately. Matters involving an official's judgment are not a basis for protest. Protests referring to or questioning an officials' judgment call will never be granted. Intramural sports captains that abuse the protest system shall be penalized at the discretion of the intramural sports staff.

The intramural sports office reserves the right to rule in any matters not covered in this handbook. We will apply the spirit of the rules and fairness in all situations.

The decision of an official or intramural staff member to eject a player or spectator for any unsportsmanlike conduct will be firmly upheld by the Intramural Sports Office.

Steps to Protesting a Game:

1. All protests must be registered immediately with the IMS Supervisor on site. A valid protest must either concern player eligibility or a misapplication or misinterpretation of a sport rule that could impact the outcome of a game (e.g., goal being scored or disallowed). A protest based on the judgment of an intramural sports official is invalid. An official Protest Form must be completed with the IMS Supervisor on duty for the protest to receive further consideration.

Player Eligibility Protests:

- Opponents must verbally make the intramural sports staff (official and supervisor) and suspected ineligible player aware of an eligibility protest before the player in question enters and participates in the contest.
- Opponents give up their right to protest any player after the suspected player participates against them.

Game Protests:

- A valid game protest must include the following:
- Protests must be made during the contest at the time of the incident by the

team captain to the game official and/or sport supervisor before the next “live” ball. The captain must say “I PROTEST.”

- At that time, the reason for the protest must be given to the game official and supervisor, which will be reviewed by the intramural sports staff and the supervisor will decide.

2. If the team captain disagrees with the on-site decision, the decision may be appealed to the Director. A Protest Form must be completed and submitted on-site through the IMS supervisor on duty. After the protest is filed, the game will resume and be completed.

3. For all protests, the Coordinator of Intramurals, Club Sports, & Recreation will contact the captains by 4:00pm the day after the incident in question (Monday for weekend games) with a final ruling (typically via email). If a ruling will affect continuing tournament play, a decision will be made as soon as possible.

Protest Appeals: A written, typed appeal of a protest decision must be submitted within 24 hours of the protest decision. The typed appeal must be submitted to the Coordinator of Intramurals, Club Sports, & Recreation.

Playoff Protests: Due to time constraints, protests during playoff games will be decided by the IMS Supervisor on duty. The decision of the IMS Supervisor is final and cannot be appealed to the Coordinator of Intramurals, Club Sports, & Recreation.

Championship Awards

The Intramural Sports Program provides awards in all activities for the winners of the various divisions. In team events, individuals listed on the team roster and who are present will receive a championship t-shirt.

- Teams participating in an officiated team sport will be allowed to have t-shirts for their roster.
- Any number needed beyond the allotted amount must be paid for by the team and only when extra shirts are available. For more information contact the Coordinator of Intramurals, Club Sports, & Recreation.

Assumption of Risk

Students are advised that participation in the Intramural Sports Program involves physical risk and **participation is strictly voluntary**. All participants are required to sign a roster/waiver either electronically or via paper prior to participation in any intramural sport activity. It is strongly recommended that intramural sports participants undergo a yearly medical examination and to carry medical insurance coverage.

Injuries

Participation in sporting activities may cause injury and exposure to blood borne pathogens. Blood borne pathogens are pathogenic microorganisms that are present in human blood and can cause diseases in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). The Intramural Sports Program will make every effort to minimize exposure to its employees and participants. Because the Intramural Supervisor Staff is trained and certified to respond to emergency and blood exposure situations, we ask that they be contacted immediately to respond to any injury.

- Participants will not be permitted to participate in intramural sports at the Northwest Missouri State University if they do not agree to all of the rules and regulations.
- The University and its staff are not held responsible for any injuries incurred while participating or as a spectator in the Intramural Sports Program.
- All injuries are to be reported to the game officials and IMS supervisor. All minor injuries can be taken care of by the supervisor with a first aid kit or the injured person can go, with assistance, Health and Wellness Center.
- All major injuries or emergencies will be taken care of immediately by the supervisor in charge by calling 911. They will send assistance as soon as possible. In the meantime, the supervisor will take complete charge and see that the participant is comfortable until help arrives. Medical expenses incurred such as ambulance, doctor bills, and x-rays will be the responsibility of the injured person.

Head Injuries/Collisions Above The Shoulder

Any participant who is in any collision that involves any body part above the shoulders or sustains a head injury will be temporarily removed from the game and monitored by the Intramural Sports Supervisor on duty. If the participant exhibits signs, symptoms, or behaviors consistent with a concussion, such as:

- Loss of consciousness
- Headache
- Dizziness
- Blurred vision
- Confusion
- Memory loss
- Nausea

- Vomiting
- Balance problems

The participant shall be disallowed from further participation in any intramural contest or activity at a supervised facility.

Once such a determination has been made by any Intramural Sports staff member, such injured participants may not return to participate in any activity for the remainder of the day and are advised to seek professional medical attention.

The participant must bring a physician's note at a scheduled time to the Coordinator of Intramurals, Club Sports, & Recreation releasing the individual to participate in physical activity before being allowed to play in any intramural sport contest or to be able to access other campus recreation offered activities/facilities.

Equipment

The Intramural Sports Program will furnish standard equipment for all activities with the exception of personal items (softball gloves, mouth guards, etc.). The Intramural Sports Program provides only game balls for each sport/activity. Team captains or any team member may check out a ball for their team through the Campus Recreation Office (by front entrance) or through an onsite supervisor. All equipment checked out through the Campus Recreation office must be returned to the office or the student will be charged the corresponding fee. Returning Campus Recreation equipment is the responsibility of the individual who checked the equipment out.

Game Jerseys: Game Jerseys are provided by the IMS program if needed. All jerseys will have numbers on them and each person will be required to record their name and number with the score keeper for their game at each scheduled match.

If your team wants to get "team jerseys" the intramural sports office encourages you to do so but you must make sure that these jerseys have numbers.

Banned Equipment and Jewelry Policies

The officials and supervisors on duty have the authority to prohibit any participant from wearing any equipment, jewelry, or apparel which in their judgment is dangerous or disadvantageous to other participants. This is a rule for the safety of all participants, including the wearer of such apparel, and applies to any and all dangerous equipment and jewelry. There are no exceptions to these policies except as outlined below for religious jewelry and headgear. Players and teams that are found to be in violation of this policy, and thus endangering the safety of all the participants, will be penalized with an **UNSPORTSMANLIKE**

PENALTY assessed to the violating player and their team. The player will be removed until the equipment or jewelry in question is removed.

Religious Jewelry and Headgear: If a participant wears religious jewelry or headgear, that person must follow the approval procedure below before being able to participate in an intramural sports activity:

- A meeting must be set-up with the Coordinator of Intramurals, Club Sports, & Recreation, **at least 3 business days prior to the first game**, to discuss the safest way to secure the religious jewelry to the body. ***This may mean that one has to purchase a sweatband, headband, or athletic tape to secure the religious jewelry/headgear to the body. ***
- Once approval has been received from the Coordinator of Intramurals, Club Sports, & Recreation, an email/memo will go to the Intramural team captain and participant about the proper procedure for wearing the approved Religious Jewelry or Headgear.

Jewelry Policy: All jewelry must be removed before playing any intramural activity. Jewelry includes, but is not limited to, rings (finger(s), nose, tongue, eyebrow, ear, etc.), rope bands, ankle and wrist bracelets, and watches. If a participant does not want to remove the jewelry then they will not be allowed to participate in the activity. Individuals will not be allowed to tape over any jewelry item on-site!! Medical bracelets are permissible but must be secured to the body.

Shoe Policy: All participants must wear proper shoes. A shoe shall be considered proper if it is made with either canvas or leather uppers or similar material. Street and sandals are not allowed. The sole may be smooth or molded, non-marking, and non-abrasive. No metal, or shoes similar to metal sole and heel plates will be allowed. The supervisor has the authority to prohibit any type of dangerous footwear.

Headgear Policy: Headgear is not allowed to be worn by any participant during an intramural sports activity. For INDOOR sports this headgear consists of any hats, bandanas, baseball caps, winter/wool hats, and any other such similar headgear. This also applies to OUTDOOR sports with the exception that in winter/cold weather wool hats are permitted. The officials and supervisors on duty have the authority to disallow any participant from participating that they feel would endanger the person wearing the headgear or their opponents until it is removed.

Guards, Braces and Casts: If an individual wears a guard, cast or brace made of hard and unyielding leather, plaster, pliable (soft) plastic, metal or any other hard material, **that person must follow our approval procedure below before being able to participate in an intramural sports activity:**

- A meeting must be set-up with the Coordinator of Intramurals, Club Sports, & Recreation, **at least 3 business days prior to the first game**, to discuss the feasibility of securing the guard, cast, or brace in a manner that will not be a hazard to other participants. ***This may mean that one has to purchase medical padding that is sufficient to cover the item. ***
- Once approval has been received from the Coordinator of Intramurals, Club Sports, & Recreation, an email/memo will go to the Intramural team captain and participant about the proper procedure for securing the guard, cast, or brace.

Intramural Sports Code of Conduct:

The following are sanctions that may be imposed by the Campus Recreation staff for violations of the Intramural Sports Code of Conduct:

The Campus Recreation department takes sportsmanship very seriously and offenders will be dealt with accordingly. Sportsmanship policies will be enforced strictly to ensure the safety and enjoyment of ALL participants, including our student staff. Actions that are dangerous and/or conduct that is detrimental to the Intramural Sports Program will not be tolerated and are grounds for suspension from further participation in all intramural sports activities.

Sanction	Sanction Description
365 Day Suspension	A suspension from all intramural sports activities for a calendar year (365 days)
Semester(s) Suspension	A suspension from all intramural sports activities for one or more semesters
Season Suspension	A suspension that removes a player for the remainder of a current season
Game Suspension	A suspension for one or more competitions that may carry other sanctions depending on the severity and seriousness of the incident(s).
Probation	A team or individual may be put on probation for any length of time. An individual or team need not be ejected to be put on probation. In such cases, employee reports may activate such a sanction. A team or player on probation will be removed from further competition if they incur further unsportsmanlike penalties or engage in any unsportsmanlike acts. Players returning from long suspensions or with a history of issues will be placed on probation once they potentially become reinstated.

Unsportsmanlike Behavior: The rules stated below, will govern all intramural sports play:

- 1. Unsportsmanlike Conduct: Any person, who commits, attempts to commit, incites or aids others in committing any acts of misconduct shall be subject to disciplinary procedures by the Campus Recreation staff.**

2. Team captains are responsible for the conduct of their players and spectators and therefore are subject to the same disciplinary actions as their players.

3. The Coordinator of Intramurals, Club Sports, & Recreation will be the final judge of what is unsportsmanlike.

4. Unsportsmanlike conduct includes, but is not limited to the following:

- Fighting (pushing, punching, tripping, late hits, cheap shots, or any type of physical contact)
- Using profane, inappropriate, insulting, or vulgar language or gestures - incidental or otherwise
- Verbal or physical baiting or taunting an opponent, including "trash talking" in any manner
- Attempting to influence an intramural staff member's decision
- Dissent towards an intramural official or staff member's decision
- Disrespectfully addressing intramural staff
- Physical contact with intramural sports staff
- Failure to follow the directions of any intramural sports staff member acting in accordance with their duties
- Physically damaging a facility, equipment, or other provided intramural sports apparatus (e.g., hanging on the basketball rims)
- Theft or unauthorized possession of intramural sports and/or Campus Recreation property.
- Delay of game and/or tactical fouls
- Engaging in any general unsportsmanlike act, especially those that show disregard for intramural sports rules and policies (Unsportsmanlike conduct penalties)
- Any attempt to strike an opponent or intramural sports staff member
- Aggressive action toward a participant or intramural sports staff member
- Actions that may lead to a fight
- Impeding or obstructing an investigation or inquiry, or failing to identify oneself or to comply with the directions of the intramural sports staff
- Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, or altering information (falsification of identification/information).
- Indecent exposure, including but not limited to "flashing."
- Participating in a game for which the individual is ineligible

- Violating the Alcohol and Other Drug Policy (see Campus Recreation policy below).

Northwest Campus Recreation Alcohol and Other Drug Policy:

The Northwest Campus Recreation Program is committed to providing the campus community with opportunities to recreate in a positive and safe environment. Campus Recreation prohibits patrons from attending or engaging in Northwest Campus Recreation related and/or sponsored activities while under the influence and/or in possession of drugs and/or alcohol as evidenced through the diminished capacity of motor skills, smell of alcohol, language confirming or suggesting alcohol or drug consumption, demonstration of belligerence, or any other behavior that is deemed harmful or unsafe by Campus Recreation Staff. Individuals suspected to be in violation of the alcohol and other drug policy are subject to the following:

- The offending individual must immediately remove themselves from the facility. Failure to comply and cooperate with Campus Recreation Staff will result in University Police being called.
- Pending review and investigation of the incident by Campus Recreation Staff, offending individuals may be subject to temporary or permanent loss of Campus Recreation privileges. All policy violations will be reported for judicial review

Team Sportsmanship Rating:

The development of team and individual sportsmanship is of fundamental importance in all intramural sports activities. The sportsmanship rating system is intended to be an objective scale by which teams' attitude and behavior can be assessed throughout the intramural sports season. Behavior before, during, and after the intramural sport contest is included in the rating. **The team captain is responsible for education and informing all players and spectators affiliated with the team about the system.** To encourage acceptable conduct before, during, and after intramural sports contests, officials and /or supervisors shall make decisions whether to warn, penalize, or eject persons and/or teams for poor sportsmanship. Appeals for unacceptable sportsmanship ratings are not accepted. The professional staff will review and investigate all season ending ratings to determine if appropriate ratings have been given and all decisions shall be final. The professional staff also reserves the right to review and change any rating given to a team at any time.

Advancing to Playoffs: In order for a team to qualify for the post-season playoffs they must:

- Not forfeit two (2) of their three (3) regular season games
- Finish the regular season with a minimum **4.0 AVERAGE** sportsmanship rating.

Sportsmanship During Playoffs: Any team receiving a sportsmanship rating below a '4.0' during the playoffs will be eliminated from the playoffs, plus the team captain will be required to set

up a meeting with the Coordinator of Intramurals, Club Sports, & Recreation prior to participation in any other intramural event.

Sportsmanship Rating Scale

Rating*	Criteria/Description of Behavior
5.0	Excellent conduct and sportsmanship: This is the baseline. A team that does not have any problems will receive a '5'. Players cooperate fully with the officials and other team members. The captain calmly converses with the officials about rule interpretations and calls. All trash and personal items are picked up at the conclusion of the team's match.
4.5	Very few complaints. No taunting or unsportsmanlike behavior exhibited towards the other team. Team members left some trash and personal items at the conclusion of match.
4.0	Average conduct and sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissent.
3.5	Team (and/or fans) complains more frequently and may get warned for unsportsmanlike behavior, but NO unsportsmanlike conduct penalties are assessed. Team members did not pick up trash or personal items at the conclusion of the match. Teams that default a game are assigned a rating of '3.5.'
3.0	Below average conduct and sportsmanship: Team shows verbal dissent toward officials and/or opposing team which merits and unsportsmanlike penalty. Captain exhibits minor control over teammates and spectators, but maintains self-control.
2.5	No more than two unsportsmanlike conduct penalties. No ejections. Captain tries to help the situation. Teams that forfeit a game are assigned a rating of '2.5.'
2.0	Poor conduct and sportsmanship: Team member and/or spectators constantly comment to the officials and/or opposing team from the field and/or sidelines. Captain has some control over team. A team that has two unsportsmanlike penalties or has a player ejected from the match will receive a '2.0.'
1.5	Single ejection or multiple unsportsmanlike conduct penalties. The team captain exhibits little or no control over teammates and/or fans, and/or no self-control.
1.0	Unacceptable conduct and sportsmanship: Captain has no self-control or control over teammates. Captain gets penalized for unsportsmanlike behavior. Team is completely uncooperative. Any team which receives multiple ejections or has a match stopped due to sportsmanship will receive a '1' rating. Ejected players and team captain must meet with the Coordinator of Competitive and Club Sports in order to participate in any future intramural matches/leagues.
0.5	Multiple ejections. Captain has NO control over team and/or is not willing to work with IMS staff.
0.0	Out of control conduct and sportsmanship: Fighting, shoving officials, shoving supervisors. Multiple ejections or behavior so poor that it merits comparison to a fight or to actual contact of an employee. If the match is discontinued due to a team's poor behavior, a rating of '0' will be given. A team that receives a '0' rating must meet with the Director the next day to discuss the team's intramural sports status.

Ejections and Suspension:

1. There is an automatic minimum of a one game suspension for all individual ejections.
2. Players may be ejected for two unsportsmanlike penalties (e.g., 2 yellow cards), one severe unsportsmanlike penalty (e.g., red card/flagrant foul), or be removed by an intramural sports

staff member for a gross violation (e.g., taunting from the sideline, attempting to injure another player).

3. Ejected players will be asked to leave the field of play and the facility. The ejected person must leave the playing area immediately and has five (5) minutes to leave the facility. Any ejected person not adhering to this rule will cause their team's game to be forfeited and face possible judicial review.

4. Any player that has been ejected from a game for any reason will result in immediate suspension from ALL intramural sports participation indefinitely until the matter is resolved by meeting with the Coordinator of Intramurals, Club Sports, & Recreation.

5. The ejected participant AND the team captain must meet with the intramural sports professional staff. It is the responsibility of the ejected player to contact the Coordinator of Intramurals, Club Sports, & Recreation to set up an appointment within 48 hours of the ejection. If no contact is made within the first 48 hours after the ejection, the captain will also be suspended from all intramural sports participation until the matter is resolved by meeting with the Coordinator of Intramurals, Club Sports, & Recreation. The Coordinator of Intramurals, Club Sports, & Recreation reserves the right to suspend participants from intramural sports activities as well as from any part of the Campus Recreation facility. All time served for any suspensions begin after this meeting is held.

6. During a player's suspension, a game forfeited by the suspended player's team will not count as a game served for the suspension. The participant will still have to serve an additional game to fulfill their suspension.

7. Most suspensions will be served in the sport in which the offense occurred, but individuals can be suspended from all intramural sports activities depending on the severity of the offense.

8. In cases occurring late in the sport season or the academic year, a suspension may carry over into the next sport, season, semester, or academic year.

9. Team captains that are currently under suspension or who have failed to have an ejection meeting will be prohibited from registering an intramural team until they have resolved their sanction.

10. The Coordinator of Intramurals, Club Sports, & Recreation reserves the right to suspend participants from intramural sports activities as well as from any part of the Campus Recreation facility.

Multiple Ejections:

Any team that has two (2) players (the same player twice or two different players) ejected during one game or over the course of the regular season will immediately lose the game in which the second ejection occurred, will be removed from the schedule, and will be ineligible for playoffs. Accordingly, the team captain must also set up a meeting with the Coordinator of Intramurals, Club Sports, & Recreation in order to ensure the team's eligibility for further participation in the Intramural Sports Program.

Violations of the Intramural Sports Code of Conduct

The following are possible consequences of unsportsmanlike conduct of intramural sports teams and participants.

Team Violations:

1. Forfeit due to misconduct - If a team, player, or a combination of the two receives three (3) unsportsmanlike penalties (yellow cards, technical fouls, etc.) in one game the team will forfeit that game.
2. Intramural sports probation - Intramural sports probation places a team on a probationary status which would cause a suspension from intramural sports participation for any further unsportsmanlike conduct. The term of probation may be set for a particular sport, for a semester, for a year or forever.
3. Intramural sports suspension - Suspension from intramural sports prohibits the suspended organization and its individuals listed on the team roster from participating and spectating in any sports during the period of intramural sports suspension. A period of intramural sports suspension is automatically followed by a period of intramural sports probation of not less than one full year.
4. Teams that are removed due to unsportsmanlike behavior will not receive refunds (if payment was due).
5. Team disciplinary measures include but are not limited to the following:

Violation	Penalties
Team Disturbance/Fight (more than one player involved)	Team automatically removed from league and possible judicial review. Individual sanctions will also be administered.
Verbal abuse of the Campus Recreation Staff	Team automatically removed from league and possible judicial review. Individual sanctions will also be administered.
Alcohol Use/Intoxicated Players	Team automatically forfeits game in question and individuals will be referred for a judicial review.
Use of an Ineligible Player	Any team using a suspended player will forfeit all games in which the suspended player participated. Any team knowingly using such a player will be ineligible for playoffs.
Unsportsmanlike Conduct of Spectators	Depending on the severity of the incident a team can forfeit their game due to the conduct of spectators that can be identified as affiliated with a specific team. Spectators may also be referred for a judicial review.

Appeals for Team Sanctions: The team captain can only appeal sanctions of more than two (2) games that are put on their team. A written appeal must be submitted via email to the **Coordinator of Intramurals, Club Sports, & Recreation: CREC@nwmissouri.edu**, within 24 hours of the sanction. The appeal must be in a word document or a pdf document and should include the following:

- Your Name
- Your Team's Name
- The Sport/Activity and facility that the incident occurred
- A description of the incident (who, what, where, when)
- Grounds for appeal (Why are you appealing?)
- Suggested sanctions based on your involvement

The appeal does not include a hearing. The process is a review of the record of the incident(s) and reasons for the excessive behavior. **Individuals will remain suspended during the appeal process.** The decision by the Intramural Sports Office to refer individual(s)/team(s) for judicial review may not be appealed. Appeals will only be considered if violation was believed to be inappropriate due to material errors of fact or the sanction is believed to be too severe for the offense. The Coordinator of Intramurals, Club Sports, & Recreation and/or a person designated by the Coordinator of Intramurals, Club Sports, & Recreation will review the appeal. All appeal decisions are final.

Individual Violations: The disciplinary measures that may be taken in case of individual un-sportsmanlike conduct include, but are not limited to, the following:

Violation	Penalties
Arguing with an official	1st - Warning 2nd - Automatic Ejection, Suspension, and One-Year Probation
Dissent (verbal or by gesture)	1st - Warning 2nd - Automatic Ejection, Suspension, and One-Year Probation

Striking or shoving an opponent	Minimum - Automatic Ejection, Suspension, and One-Year Probation Maximum - Revocation of intramural sports privileges for at least one year and possible referral for a judicial review.
Excessive Profanity and Gesturing	1st - Warning 2nd - Automatic Ejection, Suspension, and One-Year Probation
Threatening an official	Minimum - Automatic suspension and one-year probation Maximum - Revocation of intramural sports privileges for at least one year and possible referral for a judicial review.
Theft and/or vandalism of IMS Equipment	Automatic suspension for one year from intramural sports participation and possible referral for a judicial review.
Inappropriate actions which violate rules/regulations or threaten others (verbal or physical)	Minimum - Ejection and probation Maximum - Revocation of intramural sports privileges for at least one year and possible referral for a judicial review.
Fighting	Any participant, who in the judgment of the intramural sports staff, engages in any attempt to fight (strikes or engages an opponent in a combative manner, throws a punch, kicks an individual, etc.) immediately before, during or after an intramural sports contest shall be suspended from further participation in the Intramural Sports Program for at least one year (365 days) and referred for a judicial review. <i>Those that retaliate against an aggressive act may be subject to the same sanction/penalty as those that engaged in the attempt to fight.</i>

Leaving the Bench Area to Participate in an Altercation	Any participant, player, coach or bench personnel who leaves the bench or coaching area to participate in an altercation will be ejected. The penalty is an automatic two game suspension. <i>In all cases, the Intramural Sports Handbook's policies on "Fighting," "Fighting with Intramural Sports/Campus Recreation Staff" and "Team Disturbances" will take precedence.</i>
Fighting (Physical Conduct) with Intramural Sports/Campus Recreation Staff	Any participant who attempts an aggressive act towards an intramural sports or Campus Recreation staff member will be banned from all Intramural Sports participation for a period of five years and referred for judicial review.
NWMSU Police officers are summoned/requested to respond	A full semester suspension and one year probation will be added to the player's reinstatement process.
Falsification of Identification/Information	Minimum – Season suspension and possible referral to CSES Maximum - Revocation of intramural sports privileges for at least one year and referral for judicial review