



Where Competition Builds Character

East Texas Baptist University

Division of Student Affairs

Tiger Intramural Sports

2015-2016

Tiger Intramural Sports Handbook

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Contact Information

Student Affairs

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Philosophy

The East Texas Baptist University intramural program exists to build character through competition while supporting our students' holistic development. We strive to help students grow physically, socially, spiritually, and mentally through different avenues of competition by giving the opportunity to:

- be physically active through participation in various sports.
- build friendships and community in co-curricular activities.
- grow and be challenged spiritually through practicing Christian standards on the field of play.
- think outside of the classroom in an exciting Christ centered environment.

Flag football, basketball, volleyball, softball, Ultimate Frisbee, and soccer are annual sports open to men and women. Additional sports and tournaments, such as CoRec softball, fantasy football, March madness, ping pong, kickball, and billiards may be offered based on interest.

Where Competition builds Character

Risk Statement

The department of Student Affairs at East Texas Baptist University strives to conduct all activities in the most responsible/safest manner possible. However, due to the inherent risk of accident or injury in any physical activity, it is the responsibility of each participant to be aware that there are assumed risks involved in any level of participation. Before participating in any Tiger

Intramural event, each participant must complete a waiver, which constitutes a release of liability and indemnification agreement.

Injuries:

Participants are reminded that their participation is entirely voluntary. The Tiger Intramural staff assumes no responsibility for injuries received during Tiger Intramural activities. Any participant receiving injuries during Tiger Intramural activities will receive first aid treatment as available or will be referred to seek appropriate medical aid.

Eligibility

In order to participate in Tiger Intramurals you must fall into one of the categories below:

- **Undergraduate Students-** Students who are enrolled in the University as a full time student (12 hours) are eligible to compete in Tiger Intramurals.
- **Graduate Students-** Students who are enrolled in the University for one (1) or more graduate courses may compete in Tiger Intramurals.
- **Faculty and Staff Members-** Those who are eligible to use the Dean Healthplex are also eligible to compete in Tiger Intramurals.
- **Spouses-** Faculty and Staff spouses who are eligible to use the dean healthplex are also eligible to compete in Tiger Intramurals.

Restrictions and Exceptions:

- **Team limitations-** A player may represent only one team in any given sport unless he or she is competing in single gender competitive league, recreational league, and corec league if available. A player in violation of this restriction becomes an ineligible player.
- **Assumed names-** No player may compete in a Tiger Intramural activity under any other name than their own. Players in violation will immediately become ineligible players in any Tiger Intramural activity until reinstated by the Director of Tiger Intramurals.
- **Persons ejected/removed from Tiger Intramural activities-** Players, coaches or spectators removed from a Tiger Intramural activity are ineligible to compete in any Tiger Intramural activity until reinstated by the Director of Tiger Intramurals.
- **Intercollegiate Athletes-** An individual who has participated/ participating in a varsity level sport at the university is still eligible to compete as long as they do not compete in the sport they are currently a member (ex. Football players may not participate in flag football unless they are no longer a member of the team). There are limitations to how many varsity players can be on each team and also on the field. These limitations will be posted within each sports rules on imleagues.com (<http://www.imleagues.com/School/Portal.aspx?SchID=df69f963ff0246c18e503d515a8ddc1d&Portal=HandBook>). If a player fails to follow this the team will receive a loss for each game he or she has participated in no matter the score.
- **Club Sports-** An individual participating in a Club Sport is still eligible to participate in Tiger Intramurals. You can find any restrictions in regards to how many Club members can participate per team in each individual Tiger Intramural rule book.
- **I.D. Cards-** Tiger Intramural participants **Must** bring and show their current ETBU

student/faculty/staff I.D. card for **Each Game** they play in. **No I.D.= No Play.**

Ineligible Players:

Teams may not play ineligible players even by mutual agreement of both team captains and other players in the contest. Such players shall be ineligible for all competition until reinstated.

The Tiger Intramural staff may forfeit any contest immediately upon discovery of ineligible participant(s). Further, a team that has been notified of an ineligible player by the intramural staff and continues to use that player may immediately be dropped from further competition for the remainder of that sport.

During league play and playoffs, all contests in which an ineligible player participated shall be recorded as a forfeit win for the opposing team.

Reinstatement Procedures for Ineligible Players:

Participants who choose to exhibit unsportsmanlike conduct and are ejected from a contest are ineligible to participate in any Tiger Intramural activity pending official reinstatement. The guidelines which apply to reinstatement are as follows:

- No individual will be reinstated prior to a personal meeting with the Director of Tiger Intramural Sports to discuss the eligibility questions or situation.
- It is the responsibility of the player(s) to contact the Director and resolve the situation.
- Intramural office hours are normally 9:00 am.- 4:00pm. Monday through Friday.
Appointments should be made by phone or email: 903-923-2327 or bbaker@etbu.edu.
- The period of suspension shall be determined from the meeting with the player(s) and the Director. The minimum suspension for an unsportsmanship/ ejection shall be one Tiger Intramural contest.

Protest:

Protest must be made by the team captain. Protest will be reviewed for the following reasons:

- A misinterpretation or misapplication of a playing rule.
- Failure to impose the correct penalty for a given violation/foul.
- Matters of player eligibility.

Protest will not be considered if they are based solely on the judgment of a game official. To lodge a rule protest, the following procedures must be strictly observed:

- The team captain must notify the game officials *immediately* that he/she would like to file a protest. (Captains may not protest a ruling once the next restart of play occurred)
- The game will be stopped, and the Director of Tiger Intramurals or Supervisor official will record the details of the protest, along with other important information (including the

score, time left on clock, etc).

- The Director of Tiger Intramurals or Supervising official will render a decision on the protest, and the game will continue.
- If the protesting captain disagrees with the decisions rendered by the Director of Tiger Intramurals or supervising official, he/she may write a brief statement concerning the protest on the official protest document at the game or online. This form will be delivered the following business day to the Student Affairs suite.

League Breakdowns

Depending on participation level, sports will be classified into one or more of the following League groups:

- **Open:**
 - In an open league, there are no restrictions on the number of men/ women participating at one time.
 - A team roster can be all-male, all-female, or any combination of the two.
 - A player may only play on **ONE** team in the open league, and is also eligible to play on **ONE** co-rec team (if available). A player may **NOT** participate on a men's or women's team.
- **Men:**
 - In a men's league, all participants must be male.
 - Men's leagues may be separated into competitive and Recreational levels.
 - A player may only play on **ONE** men's league team, and is also eligible to play on **ONE** co-rec team. A player on a men's team may **NOT** participate on an open team.
 - Look at the rules for each sport in regards to if a male can play in both Competitive and Recreational levels.
- **Women:**
 - In a women's league, all participants must be female.
 - Men's leagues may be separated into competitive and Recreational levels.
 - A player may only play on **ONE** team in the women's league, and is also eligible to play on **ONE** co-rec team. A player on a women's team may **NOT** participate on an open team.
 - Look at the rules for each sport in regards to if a Female can play in both Competitive and Recreational levels.
- **Co-Rec:**
 - In a co-rec league, sport specific rules define the minimum and maximum number of male and female players that may participate at one time.
 - A team roster must include a mixture of male and female participants.
 - A separate set of rule modifications apply to co-rec leagues in all sports.
 - Due to participation numbers, co-rec leagues are rarely separated into competitive and recreational competition levels.
 - A player may only play on **ONE** team in the co-rec league, and is also eligible to play on **ONE** team from an open, men's, or women's.

Registration

Registration for all Tiger Intramurals will take place online via www.imleagues.com. All students wishing to participate in Tiger Intramurals must create an account with IM Leagues using their University-issued email (@etbu.edu).

To create an **IMLeagues** account:

1. Go to www.imleagues.com/ETBU/Registration
OR

Go to www.imleagues.com and click **Create Account**

OR

Go to www.imleagues.com and click “Log in with Facebook” if you have a facebook account with your school email attached - this will automatically create an account, fill in your info, and join you to the school (steps 2-4)

2. Enter your information, **and use your School email (@etbu.edu)** and submit.
3. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account.**
4. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link
- 5.

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 “**East Texas Baptist University**” link to go to your school’s homepage on IMLeagues.

3. The current sports will be displayed, click on the sport you wish to join.
4. Choose the league you wish to play in (Men’s, Women’s, Co-Rec, etc.)
5. 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. You must use their **ETBU** email address
 - b. **Join a team**
 - i. Use the Create/Join Team Button at top right of every page
 - ii. Accept a request from a captain to join a team

- iii. Or find a team and captain name on the division/league page and request to join
- iv. Or go to a captain's player card page, view his team, and request to join
- c. **Join as a Free Agent**
 - i. You can list yourself as a free agent in as many divisions within 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.

****Note**** IMLeagues offers a **live support button** in the bottom right corner of all pages, please use this button if you encounter any difficulties.

Registration Procedures

Registration for sports will open up on imleagues.com 3 to 4 weeks before the start of each sports season. The Thursday before the season starts the registration for teams will be closed, meaning you must have created a team before this day. You have the ability to add and remove players from your team as the captain until the first Friday after regular season play. Teams will only be scheduled for games as long as the minimum number of players has been accepted to the team by the Friday before the regular season begins.

Free Agents:

If you are interested in participating in a Tiger Intramural Sport but do not have a team to play on, you are encouraged to sign up as a free agent. Visit www.imleagues.com to create a profile (if you have not done so already). On the imleagues page for each team sport offered there is a place to sign up as a free agent. If a sufficient number of free-agents sign up to participate in a sport, the Tiger Intramural staff will attempt to organize a team of free agents to play together. If a free agent team cannot be created, the free agent pool will be available to all teams.

Tiger Intramurals cannot guarantee that everyone who signs up as a free agent will be placed on a team it is up to the individual teams to decide whether or not they want to accept a free agent player to their roster.

Mandatory Captains Meeting:

A majority of Intramural events will have a mandatory Captains meeting. Each team is to have a representative at the captains meeting (captain is preferred). The meetings will consist of discussing some rule changes as well as the expectations of the players and teams. If a team does not show up for the captains meeting then they will be penalized on their first regular season game. The teams without representation will have to play a player down for the first half of the game or can change depending on the sport. The meeting date and time will be posted on the respective sport's imleagues.com page; each captain will receive an email with the same information.

Captain's Duties and Responsibilities:

Behind every successful Tiger Intramural Team is a team captain who is committed to learning all he/ she can about the Tiger Intramural Program and to represent his/her team whenever necessary. Listed below are some of the duties and responsibilities of a team captain:

- Register a Team on imleagues.com.
- Make sure the team name is of good taste to the University standards, not offensive, or negative to any person/ group of people.
- Represent the team at all Captain's meetings.
- Stay in close and frequent contact with the Director of Tiger Intramurals.
- Ensure that all participants who play on your team meet eligibility requirements.
- Inform all potential teammates of the need to register on imleagues.com by the appropriate deadlines in order to participate.
- Notify team members of date, time, and location of games. Have players at the game field or court ready to play at least 10 minutes prior to the scheduled game time.
- Take the time to completely read and familiarize yourself with the Tiger Intramurals Handbook, as well as the specific rules for the sport you are playing. Educate your teammates of these rules and guidelines.
- Be responsible for your own conduct, the conduct of your teammates, and the conduct of your fans/spectators. Ensure that all parties (team members and spectators) understand the implications of their actions.
- Inform ejected teammates that they must promptly leave the venue in which the contest is being held. Failure to leave the facility may result in a team forfeit.
- Lodge protest when warranted according to proper protest procedures.
- Reschedule games if necessary according to proper rescheduling guidelines.
- Default a game by contacting the Director of Tiger Intramurals if you are unable to play.

Team Bench Area/ Coaches:

Any team wishing to utilize a "coach" is allowed two for the entirety of the game. Multiple coaches or switching coaches throughout is not allowed. Persons who are located in or around the team bench areas are, by definition, subject to the same procedural rules of the game as participants who are on the field/court. As such, Tiger Intramurals treat all persons who are in or around team bench areas as full participants in the game.

All persons wishing to be in the team bench area during the game MUST follow the full sign-in procedures as anyone else who is participating in the game, including:

- Provide proper identification (ETBU student ID card) if asked
- Be eligible for the team in that particular game
 - Players under suspension are prohibited from being in the team bench area
 - Players who are on other teams in the same sport (and are therefore ineligible to play for this team) are prohibited from being in the team bench area
- Sign in on the team roster every time they come to the games to coach

Tiger Intramurals does not recognize coaches as a part of the team for award purposes therefore they will not receive any award given to the team for their play.

Equipment

Uniforms/Apparel/Jewelry:

Teams are *encouraged* to create and wear their own uniforms. Team Uniforms must meet the following requirements.

- All shirts must be identical in color/appearance
- Uniforms must be completely free of any words, images, or designs that might be considered vulgar, obscene, or in bad taste. Tiger Intramural Sports staff will be the final authority on this issue.

All participants must wear appropriate attire in order to play. Jeans, khaki shorts/pants, and any other attire not considered “athletic” by Tiger Intramurals staff on duty will not be allowed. Athletic shoes must be worn for all events/contests (except for sand volleyball). Flat, rubber-soled shoes (without cleats) must be worn in the Gym. Shoes must fit tightly to the participants feet-shoes that may slip or fly off the foot will not be permitted. Cleats may be worn during outdoor competition.

Tiger Intramurals prohibits participants from wearing any visible jewelry while participating. The ONLY exception to the policy is medical bracelets and necklaces, and these must be taped down so as to be flush with the skin. Participants wearing jewelry are putting the safety of themselves and others at risk. Watches, bracelets (including LiveStrong style rubber bracelets), rings, necklaces, chains, earrings, and other piercings, etc. must be removed.

Religion or religious beliefs do not constitute acceptable reasons for wearing jewelry during a Tiger Intramural contest. Participation in Tiger Intramurals is completely voluntary, and all Tiger Intramural Guidelines must be followed by anyone who elects to participate.

Equipment:

It is the responsibility of the participants to return all equipment provided to them at the conclusion of any contest. Theft or intentional destruction of Tiger Intramural equipment may result in suspension of privileges from all Tiger Intramural Activities without reinstatement until the next academic school year.

Lost and Found:

Items left at a Tiger Intramural game site will be returned to the Lost and Found in the

Student Affairs suite or the next evening in which an event is hold at the field or gym.

Schedules

Scheduling:

Schedules will be made the Friday before any games are to be played. These schedules will be posted on imleagues.com for all players to see. Each player will be able to log onto their account and see when their team plays for the entire season. These schedules will be made based on Leagues and how many spaces are left available in each team's time preferences. Tiger Intramurals will make every attempt to schedule all teams' games by the time preferences left available, but there is no guarantee that a team will not be a scheduled a time they have listed as unavailable.

Regular season games may be rescheduled, but dates and times are very limited. Due to circumstances beyond our control, schedules may change at any time. Any changes to the schedule will be posted to the website and imleagues. Please check the website for the most accurate schedules. Tiger Intramurals staff will attempt to contact the team captain if changes are to be made. Please make sure the contact information in imleagues is up-to-date.

Tournament brackets for sports that have a regular season will be posted on the day following the end of the regular season. These brackets will be based off of win percentage and sportsmanship. Once the teams have been placed in ranking from top to bottom they will be placed on the bracket. Once the bracket is completed it will be posted on imleagues.com for all players to see.

Playoff/Tournament games will only be rescheduled due to inclement weather!

Rescheduling:

Rescheduling of Tiger Intramural season play is available; however a specific procedure must be followed. This process starts with the team captain.

- Contact the Director of Tiger Intramurals in person, office phone, or email and notify him/her of the reason for rescheduling.
- The Director of Tiger Intramurals will take care of contacting the opponent and working with them on potential dates.
- *Playoff games will not be rescheduled for any reason other than inclement weather.*

Forfeits:

A team will receive a sportsmanship rating of "C" (70) for forfeiting a game. Forfeited games count as a loss and will not be rescheduled. *A team's third forfeit will result in that team being completely removed from the sport.* Forfeits will be administrated according to the following guidelines.

- If no team members are present at the game field/court at the scheduled start time, Tiger Intramurals staff will declare it an immediate forfeit.
- If at least one team member is present at the scheduled start time, teams will be granted a 10-minute grace period in order to get enough participants to the game field/court to start the game. At the scheduled start time, the game clock will begin to run and points will be awarded to the team that is ready to play (the structure of awarding points will be outlined in the rules for each specific sport). The game clock will run until both teams have the minimum required number of participants to a game checked-in and ready to play (wearing appropriate uniform/apparel). When the game starts, the clock will continue to run from the point where it was stopped- *the game clock does not reset*. If the game has not begun after 10 minutes, it will be forfeited in favor of the team that had enough players ready to play. If neither team has enough players to begin a game, a double forfeit will be issued (double loss).
- If a team commits unsportsmanlike conduct violations during one game that is more than the number allowed by the rules for that sport, the game will be stopped and the offending team will forfeit.

Defaults:

If you know in advance that you will not be able to make it to a scheduled game, you can inform the Director of Tiger Intramurals and be charged with a default instead of a forfeit. Defaulted games count as a loss and will not be rescheduled. There are two significant benefits to defaulting a game rather than forfeiting a game.

- A team earns a sportsmanship rating of a “B” (80) instead of an “C” (70) with a forfeit.
- A team is removed from competition upon their third forfeit. Defaults do not count towards that number.

In order to default a game, a team must contact the Director of Tiger Intramurals by 3:00 pm. the day of the game. Attempts to default games after this time will not be recognized. Defaults will not be granted at the game field/court.

Inclement Weather:

In the event of inclement weather, decisions regarding playing conditions will not be made before 3:00 p.m. on the day of the contest. The Director of Tiger Intramurals will be contacting everyone via email and post on imleagues.com. During the regular season, postponed Tiger Intramural contests will not be rescheduled if field space and season length do not permit. If inclement weather forces the stoppage of a game during competition, results will be determined as follows.

- If a game is stopped in the first half of play (or prior to 5 complete innings softball/kickball), the result will be a “tie” for both teams in the regular season or a rescheduled game replayed from the point of stoppage *during playoffs*.
- If a game is stopped during the second half of play (or after the start of the 4th inning softball/kickball), the score at that point will be the final result. If the score is tied in a playoff game that cannot be completed in the same day due to weather, the game will be rescheduled and replayed from the *point of stoppage*.

Sportsmanship

Conduct:

All students are expected to know and abide by the regulation and policies set forth by the ETBU Student Handbook, and are subject to disciplinary action by the University for any Violation of this handbook. Tiger Intramurals reserves the right to refer any incidents involving substandard student conduct to the Dean of Students.

Rating:

The Tiger Intramurals sportsmanship rating policy has been developed to protect the safety and equality of all participants and those affiliated with supervising our events. Tiger Intramurals staff reserves the right to end any intramural contest at any point.

- The Team Sportsmanship Rating is an objective means for assessing the behavior of teams through a Tiger Intramural Contest.
- Tiger Intramural staff on duty will grade all teams on their display of sportsmanship before, during and after each game. Failure by the Intramural Staff to give a grade will result in an “A”.
- Participating in Intramural Sports is **NOT** a right, it is a privilege. Therefore, Tiger Intramurals reserves the right to take away that privilege from any team or individual that does not abide by the governing rules and regulations, or that does not exhibit good sportsmanship and fair play.
- Two unsportsmanlike penalties on the same player will result in disqualification from the game. The third unsportsmanlike foul by the same team results in forfeiture of the game. (example 2 technical fouls on one player in basketball results in a player ejection, 3 technical fouls on a team results in a forfeit)
- Any player that is ejected for any reason must come in to speak to the Director of Tiger Intramurals before their next game. That player is **not** eligible to play until doing so. The ejected player/ players must meet with the Director of Tiger Intramurals before they are eligible to participate after their one game suspension. ***All ejections will receive a minimum 1 game suspension!***

A - Good Conduct and Sportsmanship

- Team/fans cooperate fully with the supervisors and officials and show respect for opposing team members. The Team Captain has full control of his/her teammates/fans. If the captain

converses with the officials about rule interpretations and calls he/she does so respectfully and calmly. A team winning a game due to a forfeit will receive an "A" sportsmanship rating.

B - Average Conduct and Sportsmanship

- Team/fans complain about some decisions and or display minor dissent. These complaints may have been voiced verbally or non-verbally toward officials, opposing players or opposing fans. The Team Captain exhibits major control over teammates and him/herself.

C - Below Average Conduct and Sportsmanship

- Team/fans (on or off the playing area) show continuous or sustained verbal dissent towards officials, supervisors, and/or the opposing team. The Team Captain exhibits minor control over teammates and him/herself. Teams that receive one unsportsmanlike penalty or technical foul during the game will receive no higher than a "C" rating. Each additional unsportsmanlike penalty will result in the grade being lowered by one letter grade.

D - Poor Conduct and Sportsmanship

- Team/fans complain excessively to officials and/or the opposing team. The Team Captain exhibits little control over teammates and him/herself. Teams that have a player ejected will receive no higher than a "D" rating.

F - Unacceptable Conduct and Sportsmanship

- Team/fans are completely uncooperative. Team Captain has no control over team, fans and/or him/herself. Teams that have multiple players ejected, receives three unsportsmanlike penalties or cause a game to be forfeited shall receive an "F". Any team that does not have the required number of players present at the scheduled game time will receive an "F" (This is referred to forfeiting a game).

Positive Contributions to Sportsmanship Rating:

The following actions and behaviors by team members, spectators, and/or team followers can have a positive effect on a team's sportsmanship rating:

- Team members cooperate with and demonstrate good sportsmanship toward members of both teams, spectators, officials, and all other IM staff.
- The team captain exhibits control over his/her team and spectators, converses reasonably and rationally with officials about rule interpretations/calls, and cooperates by providing any information requested by an IM official/staff.
- Team members participate in the spirit and intent of the intramural sport game rules and/or program policies. Team members accept judgment decisions made by the officials during the contest.
- Respect is shown for ETBU facilities and equipment.
- Respect towards the other team through kind and encouraging words.

Negative Contributions to Sportsmanship Rating:

The following actions and behaviors by team members, spectators, and/or team followers can have a negative effect on a team's sportsmanship rating:

- Participants / spectators who continually complain about officials' decisions and display dissension which may include derogatory or abusive remarks. Complaints include both verbal and nonverbal behavior. Excessive arguing between opposing teams / spectators might also lead to a lower rating.
- Team captain (spokesperson) exhibits little control over his/her team and spectators, converses in a dissenting manner with officials about rule interpretations/calls (discussion is allowed as long as it is done in a mature manner by the team captain), or does not cooperate with game officials or IM staff. Does not provide information requested by any intramural sports official/staff while performing duties.
- Having any technical fouls or penalties for unsportsmanlike conduct or having a player ejected for unsportsmanlike conduct.
- Taunting an opponent or opposing team spectator (trash talk)
- Public indecency, vulgarity, or obscenity including foul or profane language and obscene gestures, incidental or intentional, non-directed or directed at an opponent, official, teammate, supervisor, spectator, or Intramural Sports staff member.
- Physical abuse by participants / spectators in the form of fighting with an opponent, teammate, official, or staff member which occurred before, during, or after an Intramural Sports contest.
- Any threatening behavior (verbal and/or nonverbal) to any ETBU Intramural Sports employee, participant, or spectator which occurred before, during, or after an Intramural Sports contest.
- Individuals / teams played after the consumption of alcohol / drugs. If the contest has begun when this is discovered, the player(s) will be immediately removed from the facility, and the contest will be forfeited to the opponent.
- Damage to or destruction of any ETBU facilities including failure to remove trash from the field or court following a game or match.

This list is not all-inclusive. Not all listed criteria must be presented to issue a particular rating. If a "D" or "F" rating is issued, the team captain must meet with the Director of Tiger Intramurals before the start of their next scheduled contest. If this meeting does not take place prior to their next scheduled game, the offending team will forfeit that game.

Facilities

Tiger Intramural events will be held at the following locations:

- Intramural field
- Hamilton game room
- Keys Gymnasium
- Ornelas Gymnasium
- Tiger Intramural Sand Volleyball court
- Ornelas Stadium

The location of each of these facilities can be found on our home imleagues.com page by going to “info” on the left side toolbar and then clicking on facilities.