



Participant Manual



**The Clubhouse - 2388 John Wooden Center
(2nd Floor - North Wing)
Business Hours: Monday-Friday, 10:00am-5:00pm
(310) 367-5416 clubhouse@recreation.ucla.edu**

Mission Statement

The UCLA Intramural Sports Program provides an opportunity for the UCLA community to participate in organized recreational competition in a variety of athletic activities. Participants may choose to compete individually or as a member of a team in a wide array of activities that promote healthy lifestyles and encourage friendly competition in a fun, safe environment.

Sporting activities find their origin in the basic human need for the spirit of play. Winning and losing are mere outcomes of this play spirit. Abusive language toward officials and manipulation of the rules are not part of the game and will not be tolerated. Upholding high standards of integrity and fair play acknowledges the idea of cooperative competition. All participants are encouraged to exercise good judgment in caring for the safety of others as well as themselves.

Our Office

The Competitive Sports Clubhouse is located in the John Wooden Center Suite 2388. The office is open from 10am–5pm Monday through Friday (closed when classes are not in session.) We can be reached at (310) 267-5416 or clubhouse@recreation.ucla.edu.

Employment Opportunities

Do you love sports and want to get paid to work around them? We are always looking for students to fill the roles of general manager and sports official. If you are interested in learning more about our employment opportunities, please visit <https://www.recreation.ucla.edu/jobs>.

Facilities

- Intramural Field (IM Field) / Flag football, soccer, softball, ultimate Frisbee, cornhole, spikeball, kickball
- John Wooden Center (JWC)/ Basketball, racquetball, volleyball, dodgeball ○ Student Activities Center (SAC)/ Basketball, futsal, volleyball, swimming events ○ Pauley Pavilion/ Basketball ○ Los Angeles Tennis Center (LATC)/ Tennis ○ Hitch/ 3-on-3 Basketball
- Sunset Canyon Recreation Center/ Sand volleyball

Regular Season Games

The regular season generally consists of 4 games in 4 weeks. Usually your team will play regular season games every week at the same time (as dates and facilities spaces allow). Games are typically not played on holiday weekends, when UCLA is closed, or during finals week. Please be aware the office is rarely able to reschedule games due to the limited facility space we are able to reserve. Dates and time of games are subject to change. It is the responsibility of the captain to continually check their schedule and communicate game times to their team.

Playoffs

At the completion of the regular season, divisions from all days and times within each league are seeded into a single elimination tournament. This means you will be playing on any night of the week at any given time. Please be aware the office is rarely able to reschedule games due to the limited facility space we are able to reserve. A player will be eligible for playoffs in a particular sport once they compete in at least one game during the regular season and are listed on the official IM Leagues roster.

To be eligible for playoffs a team must meet the following requirements:

- A sportsmanship rating of 3 or better
- Have no more than 1 forfeit and 1 default
- A regular season record of .500 or better
- Earn a 3 a sportsmanship rating of 3 or better during any playoff game (teams who do not will lose that contest and will be ineligible for the remainder of the playoffs – regardless of score.)

What to Wear/ Bring

For all games and activities (with the exception of Tennis) you will be provided with all sports equipment you need. Any player not properly dressed will not be permitted to play, no exceptions. For the safety of players and staff the following attire policies are in place:

- Athletic shorts or pants (NO POCKETS FOR FLAG FOOTBALL)
- No hoods, zippers, headwear or hard braces/ material
- No jewelry, wristbands, or watches (medical bracelets but must be taped down)
- Athletic shoes only, no metal cleats

IM Jersey Policy

Participants are encouraged to wear their own numbered jerseys of a similar color. If this does not occur, jerseys will be provided on site. A team representative may check out a loop

of jerseys for their team to use on site. All jerseys must be returned to staff at the end of each contest. Any missing jersey will result in a \$25 fine charged to the captain.

Who Can Play

The Intramural Sports Program is open to current UCLA undergraduate and graduate students, as well as UCLA faculty, staff, alumni members and extension students. All participants must have a current UCLA Recreation Membership to be eligible to play. Prior to participating all players must have paid and must be listed on the team's roster on Imleagues.com. Once a participant has participated with a team, that roster spot is frozen, and that player may not change teams. All participants must present a valid photo ID when checking in to each game.

The following eligibility restrictions are in place which helps provide a safe and fair environment. It is the responsibility of the team captain to ensure these restrictions are followed.

Professional Athletes

Individuals who have attained professional status in a sport or related sport are ineligible. Professional status is defined as "anyone who has received money or has received monetary gains from a club or organization for playing a sport."

Varsity, Junior Varsity and Intercollegiate Squad Members

An individual who is a current member of a varsity, junior varsity, or red shirt squad, and/or is on an athletic scholarship during the current academic year is ineligible to participate in that sport or related sport. This also includes individuals who are currently practicing or working out with a team. Individuals who have received a varsity award at a Division 1, 2 or 3 institution are not eligible to compete in that sport or related sport during the academic year the letter was received, nor the following academic year. Once this player is eligible, they must play in the "A" classification.

Club Sports Participants

Certain sports have restrictions on the number of current members of a collegiate club sport that are allowed to participate. This restriction only applies to members participating in that same sport or a related sport. A current member is defined as one who is listed on the current academic year roster. Teams that have a club member(s) in a related sport must play in the "A" classification if offered. Club player maximum chart below:

Sport	Max. Club Players
3v3 Basketball	2
Cornhole	-
Spikeball	1
Kan Jam	-
Doubles Tennis	1
Futsal	2
Basketball	2
Dodgeball	-
Volleyball	3
Sand Volleyball	3
Flag Football	-
Soccer	3
Softball	3
Kickball	-

Divisions

Individuals are allowed to participate on a limited number of teams per activity. The number is based on the Division times.

May participate on <u>one</u> team in the following divisions:	Fraternity, Sorority, Grad/Faculty/Staff – Men's & Women's; Res Life– Men's & Women's, Sorority
AND any <u>one</u> team in the following divisions:	Independent– Men's, Independent Women's, Open
AND any <u>one</u> team in the following division:	Independent – CoRec, Res Life – CoRec

CoRecreational (CoRec)

The Co-Recreation Division provides team sport competition in which men and women compete together. Rules for play may have modifications for the purpose of giving equity to participants.

Open

The Open Division provides team sport competition in which people of any gender compete together. Rules for play do not have modifications.

Women Playing in a Men's Division

For all activities, a women's division will be offered. If enough teams do not register to form a women's division, women may then play on a men's team in the independent – men's divisions.

Men Playing in a Women's Division

For all activities, a men's division will be offered (e.g. independent – men's). If enough teams do not register to form a men's division, men may then play on a women's team in the independent – women's divisions.

Waitlist

If your division fills before your team has met the minimum required for your sport, your team will be automatically moved to the waitlist. Being on the waitlist means you will NOT be scheduled for games and should move to a different time slot. The only way your spot is locked is by meeting the minimum required on your roster before the division is filled. There is no guarantee that more time slots will be added.

Sport Minimums

Sport	Min.
3 v 3 Basketball	2
Cornhole/ Spikeball	2
Doubles Tennis	2
Futsal	4
Basketball	4
Dodgeball	4
Volleyball	4
Sand Volleyball	5
Flag Football	5 (CoRec 6)
Soccer	6
Softball/ Kickball	7

Forfeits and Defaults

To avoid forfeiture of a game, teams may default their game by 2:00pm on the day of their scheduled contest by contacting the clubhouse. If your game occurs on the weekend (Sat, Sun) you must notify the office by no later than 2:00pm on Friday. Each team is only allowed one default per sport per season. A defaulted game will result in a loss and a 3 Sportsmanship Rating. A forfeited game will result in a loss and a 2 Sportsmanship Rating.

An Intramural Sports Forfeit Fee is assessed to all teams that forfeit games. The first forfeit will result in a \$25 fee. The second forfeit will result in forfeiture of the league and your team will no longer be able to participate. These fines are designed to reduce the number of forfeits by requiring a financial commitment from each team and providing incentive for

them to show up and play. A team will forfeit a contest if they do not have the minimum required number of players to play within 5 minutes of the scheduled game time.

Participant Conduct

To encourage that fair play and good sportsmanship prevail, Intramural Sports Staff reserves the right to warn, penalize and eject players, teams or spectators for conduct deemed inappropriate.

Participants and spectators who engage in acts of inappropriate behavior before, during or after a contest or event are subject to disciplinary actions. The Intramural Sports Staff may issue an ejection with or without warning if actions are considered to be inappropriate, deliberate or creates an unsafe playing environment. Examples of inappropriate behavior include, but are not limited to, vulgar or abusive language or actions, unnecessary roughness, technical fouls, unsportsmanlike calls, taunting, and fighting or inciting a fight.

Any acts of inappropriate conduct by participants or spectators may be referred to UCPD, or the Dean of Students Office for additional sanctions.

Sportsmanship Rating System

After each a contest your team will be issued one of the following sportsmanship ratings:

- 4 – Excellent Conduct and Sportsmanship: Players cooperate fully and calmly converse with the officials and opposing team. They respected all staff, facilities, equipment and opponents at all times.
- 3 – Acceptable Conduct and Sportsmanship: Team members mostly cooperate with the officials. They respected all staff, facilities, equipment and opponents at most times.
- 2 – Poor Conduct and Sportsmanship: Team makes some comments to the officials and/or the opposing team from the field/court and/or sidelines throughout the contest. Teams were not prepared to play on time. Teams that receive one Unsportsmanlike Penalty/Yellow Card/Technical Foul, will receive no higher than a "3" rating. Teams that receive one Ejection/Red Card/Two Yellow Cards/Two Technical Fouls/Two Unsportsmanlike Penalties will receive no higher than a "2" rating.
- 1 – Unacceptable Conduct and Sportsmanship: Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines throughout the contest. The team manager exhibits little or no control over teammates or him/herself.

Note: Spectator conduct can impact a Team's Sportsmanship Rating.

Tobacco, Alcohol and Other Drugs

Tobacco, alcohol and other drug use is not permitted during any Intramural Sports activity or event. Any participant or spectator found using tobacco, alcohol or other drug will be

asked to leave the contest, facility or field immediately. Additionally, any player or spectator suspected of being under the influence of alcohol or other drug will be asked to leave the contest, facility or field immediately. Any player that has been asked to leave the contest for any reason will officially be ejected from the contest. Any incident may be referred to UCPD, the Dean of Students and/or Fraternity and Sorority Relations.

Assumed Names / Misuse of ID

Any player using an assumed name or an identification card that is not theirs shall be ruled as an illegal player who will be ejected and therefore, suspended from all Intramural Sports. If an ineligible player is playing they will cause the team they are currently playing for to forfeit the contest that they are participating in. Any individual who knowingly allows another individual to use his or her identification card or any individual who uses an identification card is not theirs may be suspended from the Intramural Sports Program. The incident may be referred to the Dean of Students.

Ejections

All participants that are ejected from an Intramural Sports event will be immediately suspended for all events until reinstated by the Competitive Sports Staff. To be reinstated, the ejected participant must schedule a meeting with the Intramural Sports Coordinator (or designee) prior to the next scheduled contest. This meeting must be conducted during normal business hours. During said meeting, the cause for ejection will be discussed, as well as all subsequent sanctions. When all sanctions have been fulfilled, the participant shall be officially reinstated. All games in which suspended players participate will be considered forfeits by that team. Any player who is ejected who does not schedule a meeting will remain suspended indefinitely until said meeting occurs. Please refer to the forfeit policy section of this guide for additional information.

Any team that has two players (the same player twice or two different players) ejected throughout the regular season will immediately lose the game in which the second ejection occurs, will be removed from the schedule, and will be ineligible for the playoffs.

Any team that receives one unsportsmanlike penalty and has one player ejected during any playoff game will immediately lose that contest and will be ineligible for the remainder of the playoffs.

Team Names

We are committed to assuring that discriminatory and disrespectful conduct or communication is prohibited in our activities. Thus, we reserve the right to disallow any team name that we determine to be unacceptable or inappropriate. We ask that all team names not contain profanity and/or not be racial or sexually explicit in nature. In this event we will simply change the team name to the captain's last name and provide the opportunity for the team to change their name.

Refunds

Unused Intramural registration fees can be credited in full back to the participant's IMLeagues account. IM Credits will only be considered in the event of the participant never checking into any game that quarter. The IM Credit, if approved, can only be used to purchase an Intramural Sports Pass for a future season/quarter and must be redeemed within two years of original purchase.

The deadline to apply for a credit is 2 weeks after registration closes for the quarter and must be done so through the online [Cancellation Request Form](#). Forms submitted after this date will be denied a credit or refund. Credit is not eligible for transfers to another participant and extensions are not offered. Partial credit is not offered.

For questions, please contact clubhouse@recreation.ucla.edu.

Protests

The two allowable protests are rule misinterpretation and player eligibility. Conduct related decisions cannot be protested.

The first type of allowable protest is a rule misinterpretation. In order to protest a rule misinterpretation, the team manager must immediately notify an Intramural Sports Staff member. Under no circumstances may judgment calls be protested. In certain situations, once a protest is filed, an immediate judgment may be made by a staff member. In other situations the game may continue and the protest reviewed following the game.

The second type of protest allowed is due to player eligibility rules. Eligibility protests may be filed with an Intramural Sports staff member immediately. Failure to complete and return the protest form in a timely manner will result in the inability to protest the contest or event. If the protest is upheld, the team using the ineligible player shall forfeit the game.

Injuries and Insurance

Participation in Intramural Sports activities is completely voluntary. These activities intrinsically involve risks of physical injury greater than those encountered in daily life, and by taking part in sports and other activities participants acknowledge and assume risks inherent therein. The Department of Cultural and Recreational Affairs (UCLA Recreation) accepts no responsibility and will not be liable for any injury or other damages resulting from participation in any activity, or from the use of any recreational facility by the Intramural Sports Program. UCLA and its Intramural Sports Program does NOT carry accident or injury insurance to cover participants in sports activities. Therefore, all

students are strongly urged to purchase health insurance before participating in any activity. We strongly encourage all of our participants to have a physical before playing.

In case of an injury, please notify a staff member to receive basic first aid. Staff members can also summon medical personnel. Any participant that receives an injury that requires more than simple first aid should see a physician about returning to Intramural activities.