



Intramural Handbook

The University of Tennessee
At Chattanooga

INTRAMURALS

PURPOSE AND OBJECTIVES OF INTRAMURAL – RECREATIONAL SPORTS

The purpose of Intramurals in the Department of Recreation is to provide an opportunity for every student to take part in competitive and non-competitive sports and activities within the framework of the educational endeavor.

The objectives of the Recreation Department programs are as follows:

1. To provide opportunities for individual development through a varied program of vigorous activity.
2. To provide opportunities for social contact and development of lasting friendships.
3. To provide leadership and develop the ability to follow through group participation.
4. To provide opportunities for every individual, regardless of his skill ability, to enjoy the thrill of voluntary participation.
5. To provide opportunities for the development of positive attitudes toward recreational activity throughout life.

INTRAMURALS

INTRAMURAL COMMUNICATIONS AND PERSONNEL

Director of Campus Recreation: Ron Nelson

Coordinator of Intramurals: Qasim Allen Sheikh

In order to communicate with the Intramural Office, individuals may:

Telephone: 423.425.4213 or 423.425.2203

Come in person or write: The ARC Offices Mail Code 7056

Office Hours: 1:00 p.m. – 5:00 p.m.

Monday – Thursday

Website: www.utc.edu/campusrecreation

The recreation office will contact participants by:

Website

Email

IM Board(UC)

Phone

Campus Recreation Office Information Boards

Flyers/Information Sheets

INTRAMURALS

GENERAL INFORMATION

Awards

The winning team or individuals in each of the intramural activities will receive an appropriate award at the conclusion of the activity.

Potential award recipients should present their names to the recreation office immediately upon completion of championship play.

Awards will be as follows:

Individual tee shirts representing activity won.

Conflicts in Scheduling

Several times during the year it may be necessary to schedule an organization in two sports on the same day. This situation will be avoided if at all possible.

Rescheduled activities should be handled in the following manner:

1. Contact recreation office at least 48 hours before original scheduled date to reschedule activity.
2. Teams or individuals having scheduling problems should contact opponent to try and establish a new time and date.
3. The primary responsibility for rescheduling lies with the team or individual who has a conflict with the schedule. Remember, in rescheduling, courts and officials must be available.

Eligibility

The responsibility of ascertaining the eligibility of participants rests with the **managers of teams** and not with the recreation office. It is one of the duties of a team manager to ascertain the eligibility of each member or of opposing players, if

desired, before play. Any information desired concerning eligibility rules may be secured from the recreation office.

Eligibility rules are found in the Constitution presented in this handbook.

Equipment

The Recreation Department maintains an equipment check out area for the convenience of students. Any regularly enrolled student may check out equipment by presenting a current, valid UTC identification card.

Forfeits

HELP STAMP OUT FORFEITS!

Forfeits on late teams will be called strictly. It is necessary that each scheduled match be started on time. The Intramural Department implements a ten minute from scheduled game time for a forfeit limit. This may be adjusted by the Student Supervisor depending on circumstances.

Teams that forfeit during the season without contacting the Intramural office within 24 hours may be subject to expulsion from the league or from the sport's tournament.

Facilities

Daily opportunity, including weekends, is provided for informal participation in the following recreational areas:

1. *ARC Recreation Facility,, Recreational Fields(Challenger/IM-Club Sport Complex), Outdoor Tennis Courts, Natatorium* – Hours of operation for the above facilities will be posted each semester. **You must present a current, valid UTC identification card to use facilities during general recreation periods.**

2. *DeSales – Harrison Raquet Center* -- Handball – raquetball courts and indoor tennis courts may be reserved for one hour per day by signing reservation sheet in DeSales – Harrison Racquet Center or by calling 423.425.4183 on day of participation. Weekend reservations may be made on the Friday prior after 12:00 noon.

Injuries and Liabilities

Intramural participants are encouraged to provide their own accident insurance coverage. **UTC DOES NOT COVER PARTICIPANTS!**

Neither the recreation office nor any member of its staff will be responsible for injuries sustained by participants in the intramural program. An accidental report form must be signed by the injured student, by the contest official, and by the manager of the activity in which the accident occurred.

Standard Operating Procedures for Injuries Incurred During Intramural Activities

1. Administer first aid treatment.
2. If ambulance transportation is needed, call UTC Security (423.425.4357).
3. If injury requires hospital treatment, a number of emergency rooms are available in the immediate vicinity. Give the hospital personnel the following information:
 - a. name of injured student
 - b. address of injured student/where injury occurred
 - c. description of the injury
4. For injuries requiring hospitalization contact:
 - a. Campus Intramural Coordinator(423-425-2203/931-636-4668)
 - b. Campus Recreation Director (423.425.4222)

- c. Campus Security (423.425.4213)
5. An intramural accident report must be submitted by the official supervisor to the Recreation Office within 24 hours of the accident.

Protests

At a contest a contestant can ask for an interpretation of the rules, but may not challenge an official's judgement calls.

A fee of \$25.00 (cash) will be required for all protests for eligibility or other matters. The fee will be returned if the protest is upheld. If protest is denied, \$25.00 will be placed in the officials' fund.

All protests must be made in writing to the recreation office within 24 hours from the start of the contest in question giving the reasons for the protest. It shall be the responsibility of the Intramural Coordinator or his or her representative to review all protests and decide whether the grounds for the protest are sufficient to warrant a hearing before the board. The membership of the board may be found in the Constitution.

Team Managers and Participants

Each fraternity, sorority, dormitory section, and independent organizations will have a team manager. This manager should be either elected or appointed by the group. This manager is the point of contact between the team and the Intramural office. If a team is to compete successfully in intramural – recreational sports, a good manager is necessary. Matters affecting a team are communicated to the manager who, in turn, is responsible for passing the information to his/her team.

Experience has proved that the best teams, the organizations that are always competing for the top positions, are the ones with the alert and efficient team managers. Good teams and good team managers usually go hand-in-hand.

Team managers should:

1. Carry on their work by direct contact with the campus recreation office.
2. Check their email and the campus recreation website frequently.
3. Keep in contact with the Campus Recreation Office.
4. Become acquainted with the students in charge of the activities.
5. Be responsible for their teams appearing on time at the fields.
6. Check the Intramural Board for updates.
7. Be present at all manager meetings.

The literature distributed by the department is of great aid to the team managers. This should be placed before the team members whenever possible. This guide is the official document of information, and by following it closely, team managers will be able to take care of their duties efficiently.

Tournament Entries

Tournament entries, when requested, should be delivered to the recreation office by team managers on or before the deadline set by the recreation office.

Sportsmanship

The rules of fair play and sportsmanship must be adhered to closely in all intramural contests if everyone is to enjoy them to the fullest.

INTRAMURALS

The Abuse of Officials Will Not Be Tolerated

The abuse of officials will not be tolerated and will result in appropriate action. This action can be a penalty/technical foul/disqualification.

Disqualification can result in further action with Student Development depending on the severity of the incident. A person ejected from a contest by an official for unsportsmanlike conduct is subject to suspension from further intramural competition.

Officials

The recreation office is intent on keeping the intramural program a true student enterprise. It is with this philosophy in mind that officiating by students is encouraged rather than resorting to non-student officials. Officials are paid by the recreation office. This not only allows the student to perform a service for the program but also provides the student a means of earning extra money. This office welcomes your suggestion in regard to the difficult problem of securing good officials.

INTRAMURALS

RESPONSIBILITIES OF TEAM MANAGERS OR INDIVIDUAL ENTRIES

You will be responsible for the following information. Should protest develop, your lack of familiarity with the following responsibilities is not an excuse.

1. The recreation office (ARC is open Monday – Thursday, 9:00.– 5:00 p.m. The recreation office telephone number is 423.425.4213 The Intramural office is generally open Monday – Thursday, 1:00-5:00 p.m. and can be reached at 423.425.2203.
2. Only information obtained directly from the Intramural Coordinator, recreation staff members, the official intramural website, the Intramural Bulletin Board located in front of the recreation office at the ARC or in Maclellan Gymnasium are official. The recreation administrative assistants will be able to assist you in answering most questions.
3. The team manager is the contact person between the team and the recreation office and if a team or organization is to compete successfully in intramural sports, a quality manager is necessary. Matters affecting the team are communicated to the manager and he/she, in turn, is responsible for passing the information on to the team members.

Literature distributed by the recreation office should be read with care. Each manager should assume the responsibility of seeing that the members of his/her organization are given an opportunity to read and interpret all communications. Experience has proven that the team that is always contending for the leading position is the one with an alert and efficient team manager. Managers should carry on their work by direct contact with the

recreation office. They should visit the office frequently and become acquainted with the recreational director and the recreational staff.

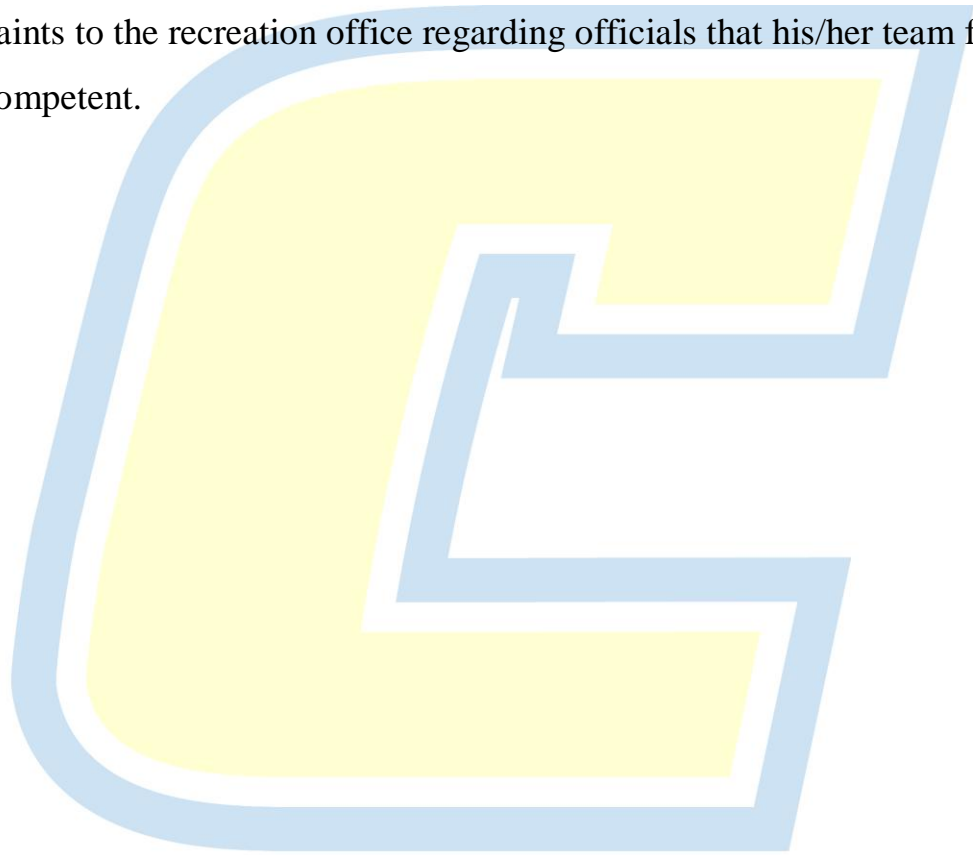
4. Check the schedule or tournament drawing after each contest; thereby, making sure that all results are marked correctly.

In league play, all corrections must be cleared through recreation office/Intramural Office within the 24-hour period following the final game of the schedule.

5. Checking the participation chart upon the completion of each sport.
6. Entering his/her team in the desired sport by the announced closing date.
7. Thoroughly understanding the rules of each sport as given by the recreation office. The recreation office is always happy to give rule interpretations.
8. Notifying his/her team of the date, place, and time of each contest. (In team sports, most managers assume this responsibility.) In individual sports, a manager must be particular careful in giving instructions to his/her team making sure they understand that they are played, and the score sheet turned into the recreation office before the given deadline. Score sheets must be signed by the opponent.
9. Seeing that teams are present at the scheduled time.
10. Arranging a new date for postponed games. (Many managers do not realize that a contest cannot be postponed unless the postponement is in writing signed by both teams and turned in to the recreation office before 5:00 p.m.) Also, all postponed games must be completed before the last scheduled game of the league. The Intramural Department reserves the right to postpone any intramural contest.
11. Familiarizing his/her organization with the Intramural eligibility rules.
12. Writing initials and names of players on the score sheet. (The intramural managers keep an individual record on all intramural participants. You don't

help their work when you put down nicknames or just the last name on the score sheet).

13. Notify the recreation office of any changes of team managers.
14. Submitting protests in writing to the Intramural Coordinator within 24 hours after the contest was played or scheduled to have been played.
15. Complaints to the recreation office regarding officials that his/her team feels are incompetent.



INTRAMURALS

SPORTS PROGRAM
COMPETITIVE AND RECREATIONAL



Badminton
Basketball
Bike Racing
Billiards
Cross Country
Flag Football
Frisbee Golf
Racquetball
Indoor Soccer
Softball
Swimming
Table Tennis
Tennis
Tug of War
Water Basketball
Wrestling
Volleyball
Canoe Race
Etc.

INTRAMURALS

CONSTITUTION

Article I – Name

This organization shall be known as The Intramural Program in the The Department of Campus Recreation of The University of Tennessee at Chattanooga.

Article II – Function

It shall be the function of the department to encourage the student body to participate in organized athletic sports and also to encourage participation in wholesome, active recreation. The department shall, therefore, provide facilities for such competition between students, groups, and individuals and shall foster a spirit of fair play and sportsmanship among participants and spectators.

Article III – Membership

All students, faculty, and staff regularly enrolled in any department in the university shall automatically become eligible to enjoy all intramural – recreational privileges and shall retain that status until they withdraw from the university or until they fail to comply with the rules of eligibility as stated in the by-laws.

Article IV – Officers

The officers of this department shall be the program directors, the student directors, the office secretary, and the team managers.

The Intramural Coordinator

1. Shall be directly responsible for the operation of the overall sports program.
2. Shall appoint his assistants and direct their work.
3. Shall assist in the formulation of the budget.
4. Shall review all protests and determine their validity before recommending a board hearing.

5. Shall be responsible for the purchase and presentation of awards.
6. Shall be responsible for revising and updating the intramural policies and regulations handbook.
7. Shall schedule and direct all meetings such as officials' clinics, protest meetings, and meetings with the participating organizations.
8. Shall assist in the formulation and presentation of the intramural budget.
9. Shall direct all communications with participating individuals, groups, and news media.
10. Shall have working knowledge of office procedures.

The Student Director(s)/Supervisors

1. Shall schedule and supervise all intramural student supervisors, officials, scorekeepers and event
2. Shall be able to run programs and supervise events without direct supervision from the Intramural Coordinator
3. Shall supervise the keeping of office files, records, and charts.
4. Shall be responsible for the use and return of intramural equipment.
5. Shall assist in the presentation of the department's budget request.

The Scorekeepers/Office Workers.

1. Shall perform all duties requested by the directors.
2. Shall assist in keeping files, records, and charts.
3. Shall keep records regarding payroll.

The Team Managers

1. Shall be appointed by the organization represented.
2. Shall be responsible for keeping in close touch with the department in order to keep himself/herself and his/her team members abreast of league activity.
3. Shall receive a copy of all information pertaining to league play.

Article V – The Intramural Board

The Intramural Coordinator and the student directors. This board, or any part of the board as designated by the head of the department, shall be responsible for amending the Constitution, hearing protests, and conducting other official department business.

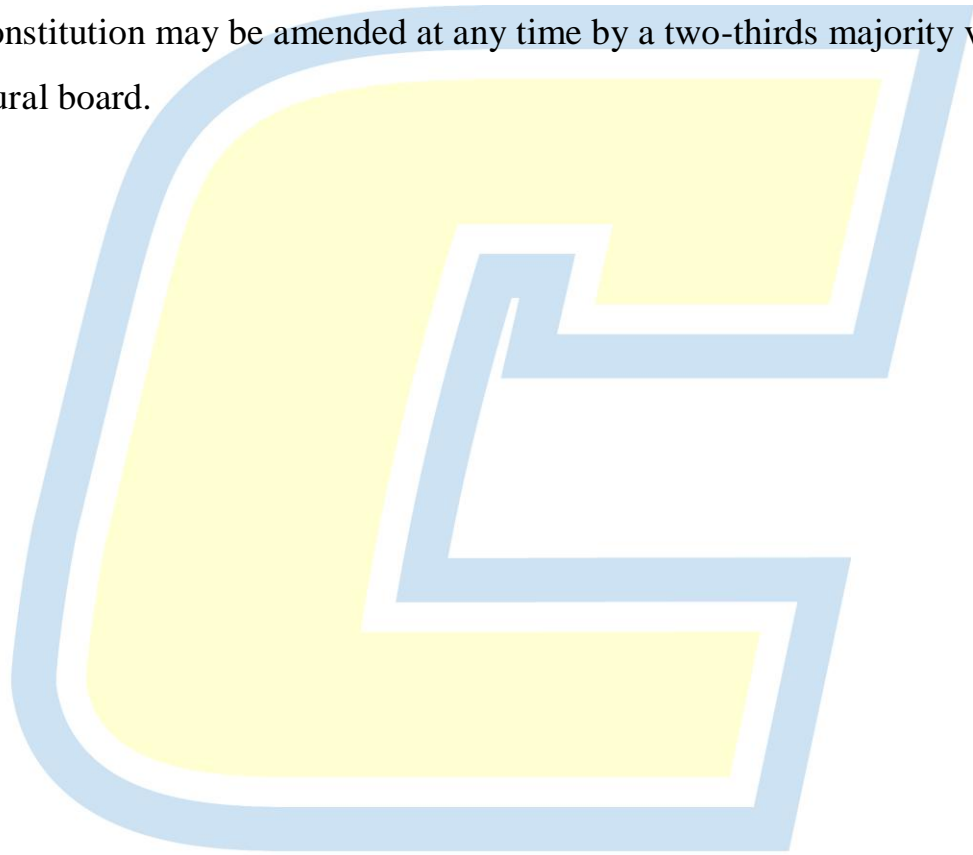
A final decision of the intramural board, other than for amendments, shall consist of a majority vote of the members present of any official meeting.

- a. Any official meeting shall consist of at least two-thirds of the intramural board. If any member or members of the board are ineligible to vote on any question for any reason, he/she or they may or may not remain in the meeting as the rest of the board sees fit. In either case, his or her or their ineligibility to vote, or presence in or absence from the meeting, will not render an otherwise official meeting if he or she or they have been present in the meeting at any time prior to the vote on question.
- b. Any member whose organization is vitally affected by the question before the board will be ineligible to vote on that particular question.

The program director or his appointed representative shall act as chairman of all intramural board meetings. The assistant directors shall act as secretary of such meetings and shall record and file all decisions made by the board.

Meetings may be called whenever deemed necessary by the program director.

The Constitution may be amended at any time by a two-thirds majority vote of the intramural board.



INTRAMURALS

BY-LAWS

Article I – Eligibility

- Section 1 All students of UTC shall be eligible to enter any activity promoted by the department as provided later in this article.
- Section 2 A student who is currently participating in, or has participated(including practice/unless cut during a tryout period) shall be ineligible for 365 days from the last participation in that sport.
- Section 3 A student shall be barred from those branches of intramural activities in which he/she has broken amateur regulations. If he/she broke amateur regulations in football or baseball, he/she shall be ineligible for flag football or softball, respectively.
- Section 4 Eligibility pertaining to league participation will be discussed under Article VI.
- Section 6 A team shall forfeit any contest in which is uses an ineligible player and the ineligible player shall be ineligible for further competition in that sport for that season.
- Section 7 Any player using an assumed name shall be barred from all intramural sports during the academic year in which the offense was committed.
- Section 8 Students whose names appear on any freshman or varsity intercollegiate squad list (made out by coaches one week preceding the first regularly scheduled contest) or added to the squad list later shall be ineligible to compete in intramural activities during the remainder of that sport season (pre and post training contests excepted).
- a. A student who becomes a member of an intercollegiate squad who is, at the time, competing in an intramural activity shall be

permitted to continue his participation in that activity (except in the same sport) subject to the approval of the coach involved.

- b. Should an intramural sport be conducted after the close of the intercollegiate season (during the same scholastic year), all men/women whose names appeared on the intercollegiate squad lists for the season shall be ineligible to compete in that sport or its associate sport.

Section 9 All students, graduate or undergraduate, who upon registering pay the student activity fee, shall be eligible for all intramural competition subject to the rules above.

Section 10 The Campus Recreation Department cannot be responsible for checking the eligibility of the men/women playing on the various teams. This shall be a duty of the team managers. Only members in the league may protest the ineligibility of a member or members of a team in the same league.

Section 11 Any member or pledge of any social fraternity may participate or continue to participate in any intramural program or contest until the grades are officially certified and released by the advisor of student organizations regardless of the time involved in this procedure.

Article II – Forfeits

Section 1 If a team or contestant fails to appear at the appointed place within ten minutes after the scheduled time for a contest, the sports manager of the official in charge shall declare the contest forfeited to the team of contestant ready to play.

- a. No appeal of this will be recognized.

b. Should a team fail to appear for its first game, it will be disqualified unless the intramural office is assured of the team's intention of playing the remaining games on the schedule.

Article III – Awards

- Section 1 An intramural award exemplifying the sport shall be presented to each member of the winning team in all sports.
- Section 2 League winners and over-all winners will be remembered permanently in the trophy case located in The ARC.
- Section 3 A sportsmanship trophy shall be awarded to the organization in each league displaying the best sportsmanship attitude throughout the entire program.

Article IV – Rules

- Section 1 All contestants shall be governed by the official interscholastic amateur rules with exceptions as provided under the respective sports.

Article V – Protest Fee -- \$25.00

- Section 1 All protests must be made in writing to the program director within twenty-four hours form the start of the contest in question concerning

the reasons for the protest. It shall be a power of the program director to review all protests submitted and to decide whether or not the basis of the protests are sufficiently well-grounded to warrant a hearing before the board.

Section 2 A \$25.00 fee shall be required with each protest. The fee will be returned to the team or person should the protest be upheld. If the protest is denied, the fee will be placed in the official's payment fund.

Section 3 When possible, both contestants and officials shall be permitted to present their versions of the case before the board prior to the final decision.

Section 4 Protests regarding decisions of the officials other than that of interpretation of the rules will not be recognized.

Section 5 Protests other than eligibility, in order to be official, must be made on the field of play and at the time of the play.

Article VI – Intramural Divisions

1. The Greek division consists of males and females who are members of fraternities and sororities that are governed by Intra-fraternity and Pan-Hellenic Councils.
2. The Open division consists of males and females whose organization will participate in the intramural activities for a semester.
3. The Coed division consist of males and females where each team must consist of at least 2 females for small team sports (volleyball, basketball, indoor soccer,) and 3 females for softball and flag football.

The Intramural Coordinator will have the final word in all disputes over placement in a division.

No organization will be allowed to use more than a forty-person roster per semester.

Players, after entering one contest with a given team, may not transfer to another team after one game has been played, such players shall be declared ineligible for that sport for the remainder of the sport and team for which he/she played last shall forfeit all games and be dropped from intramural competition for that sport for the remainder of the year.

Players' names may be added up until the second game with a **roster addition form**.

All organizations that wish to compete for the Nelson Trophy must be able to prove that members playing are all members of that organization.

Players may compete in 2 divisions: **Open and Coed, or Greek and Coed** Teams may not play ineligible students, even by mutual agreement of both captains and other players in the contest.

The penalty for any team playing an ineligible student shall be the loss of all the games in which the ineligible student played.

The campus recreation office will assist in checking over the eligibility of all participants concerned. However, it is the duty of the team managers and captains to check the opponent's list first and report any students who are ineligible according to the rules.

INTRAMURALS

Intramural Code of Conduct

As a UTC Student, Staff, or Faculty, the UTC Campus Recreation Department expects you to act accordingly. The following conduct will be required of all Players, Coaches and Spectators.

1. Each player will show respect and be courteous to everyone involved in Intramurals.
2. The Intramural League is an excellent chance to have FUN and to have the opportunity to interact with other UTC Students, Staff, and Faculty.
3. Foul Language will not be tolerated.
4. Any acts of aggression towards a Referee will result in the game being stopped. The person responsible for the action and their entire team will be ejected from the league.
5. Any acts of aggression towards anyone involved in Intramurals will result in the game being stopped. Those involved will meet with the Intramural Coordinator and will be dealt with according to the Rules stated in the Intramural Handbook.

Team Name

Name

***** ALL ACTIVITIES ARE PLAYED AT YOUR OWN RISK. THE UNIVERSITY DOES NOT ACCEPT RESPONSIBILITY FOR INJURIES INCURRED DURING PLAY.**

NAME

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

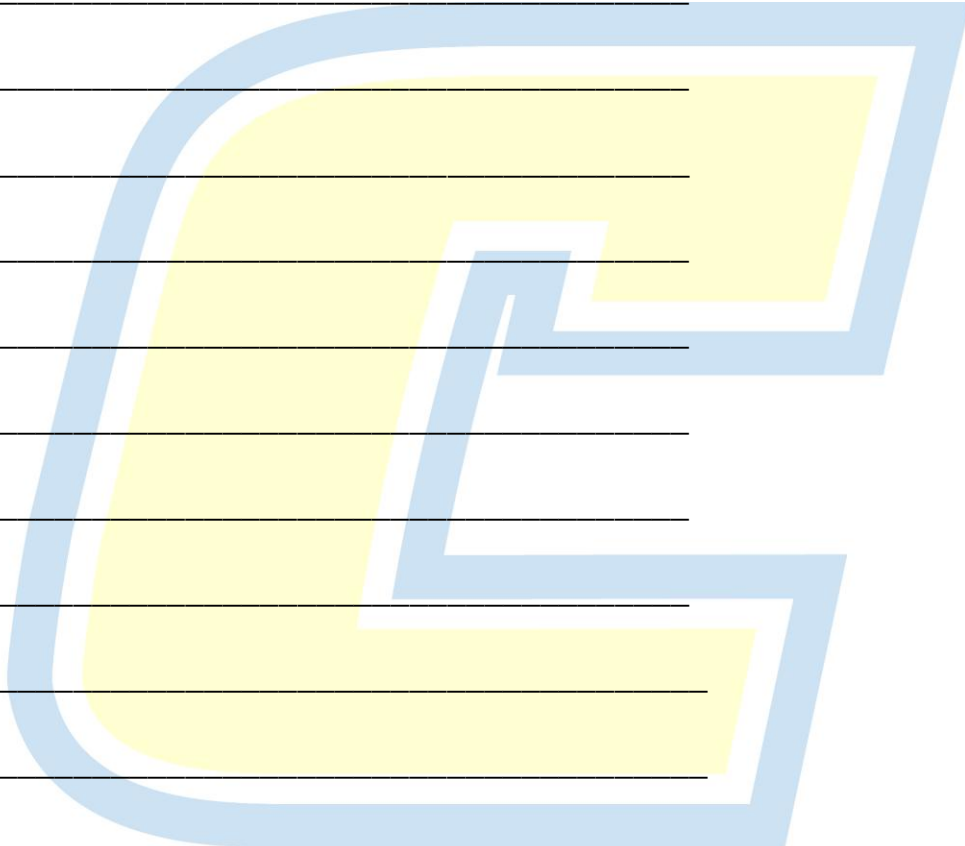
14. _____

15. _____

16. _____

17. _____

18. _____



INTRAMURALS

Activity _____ Team Manager _____

Team Name _____ Phone Number _____

TEAM MEMBERS

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

ELIGIBILITY RULES

- 1. All students, graduate or undergraduate, who upon registering pay the student fee, shall be eligible for all intramural competition subject to the rules.**
- 2. All team members must be listed by name on roster card.**
- 3. No person may play on more than one team in any given sport.**
- 4. Any person using an assumed name shall be barred from play in any activity for the remainder of that semester.**
- 5. Faculty and staff are eligible to play on student teams.**
- 6. Persons who are members of a varsity, freshmen or other team competing on a intercollegiate team are ineligible for the sport they participated in and its related sport(s).**
- 7. Lettermen for schools which have intercollegiate athletic competition shall be barred form intramural competition in which they won a letter for one year from the date of his/her last competition in that sport.**
- 8. Check with the intramural office for minimum and maximum number of players to be included on the roster of any given activity.**

9. All rosters must be turned in to the intramural office by designated closing date.
10. All players must have a UTC ID with validation sticker for that semester to play. Any person without a UTC ID or with a non-validation ID will not be allowed to play.
11. On team events, line up sheets shall be turned in listing names as they appear on the UTC ID. All ID's for the team shall be turned in with line up sheet to be checked by intramural official.
12. Team mangers are responsible for checking the edibility of their team members so they are in compliance with the above rules.
13. Non-compliance with any of the above rules will be reason for the intramural office to disqualify the guilt individual and/or team.
14. Any team that forfeits a game during the season may be ineligible for post-season play. Any team that forfeits its first game may be ejected from the league.



INTRAMURALS

INTRAMURAL ORGINIZATIONAL CHART

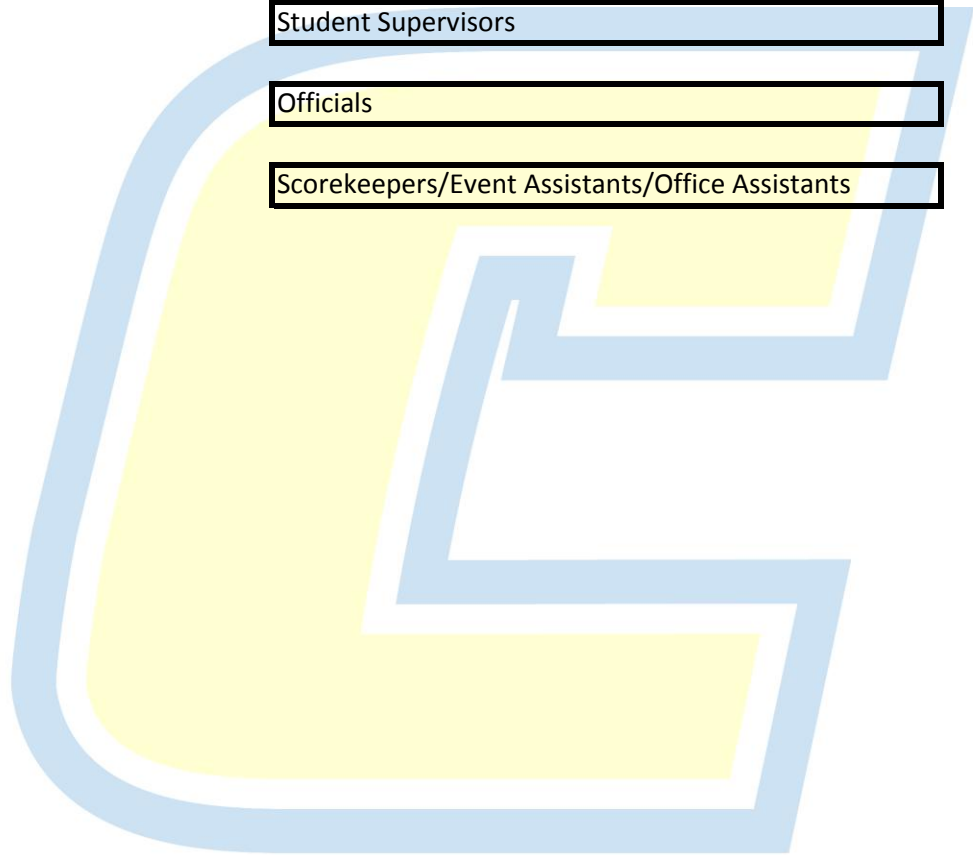
Intramural Coordinator

Student Director

Student Supervisors

Officials

Scorekeepers/Event Assistants/Office Assistants



INTRAMURALS