

# INTRAMURAL PARTICIPANT HANDBOOK 2025-2026

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## WILLIAM & MARY CAMPUS RECREATION

### **Mission**

*The Department of Campus Recreation provides quality recreational opportunities to all members of the William and Mary Community to enhance and foster a lifelong appreciation for health, wellness, and recreation.*

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## PURPOSE AND PHILOSOPHY OF INTRAMURALS

The purpose of Intramurals is to provide structured, competitive leagues and tournaments featuring a variety of sports and activities throughout the school year.

William & Mary Campus Recreation staff is dedicated in interest and spirit to the responsibility of serving all students, faculty and staff. The success of our program depends in a large part on the ability of the staff to: present a positive attitude, communicate and act in a courteous and professional manner. Your job is to serve the students, faculty and staff of William & Mary while officiating Intramurals contests and maintaining an atmosphere supportive of friendly competition. Your leadership directly influences all participants and provides game control and safe play. The example you set, the manner in which you answer questions and give direction, and the way you offer assistance will either contribute to or detract from the services provided by Campus Recreation Program.

## DEPARTMENT AND PROGRAM INFORMATION

### Department Location and Facilities

The Department of Campus Recreation is located in the Bee McLeod Recreation Center (formerly the Student Recreation Center) at 400 Brooks Street Williamsburg, VA. Students must have their student ID card or number to enter the facility. Students must also present an ID to check-in to an Intramural event. A driver's license is an acceptable form of ID to play in an intramural event. No ID, no play!

The Bee McLeod Recreation Center includes thousands of square feet of fitness equipment, three basketball courts, a multi-activity court (MAC), two fitness studios, two racquetball courts, two squash courts, a climbing wall, and a lap pool. The Department also utilizes various outdoor facilities including, a natural grass field (IM Field), the Busch Field complex which includes one artificial grass field (Busch Grass) and one AstroTurf field (Busch Turf), tennis courts, and Matoaka Boat House. Maps and directions can be found on the [Campus Recreation website](#).

### Drugs & Alcohol Policy

Campus Recreation prohibits using or being under the influence of drugs or alcohol at all facilities and events. In the event a player is ejected under this policy, the maximum sportsmanship rating a team can earn is 3. If a spectator with a clear relationship to a competing team (i.e. member of a Greek organization, sport club team, other student group) is ejected under this policy, the maximum sportsmanship rating a team can earn is 3. A team that works with Intramurals Staff to resolve spectator incidents is eligible to earn a higher sportsmanship rating. Further discipline may be imposed by the Intramurals Staff.

### Employment

Intramurals hires officials for all of our team sports and the schedule can be found on the [Intramurals website](#). Expect training for each sport to be 2-3 nights over the course of a week. It is encouraged for officials to officiate more than one sport!

### Program Structure

#### *Team Sport Offerings*

Under normal conditions, eight team sports are played over the course of four seasons throughout the year. Current team sports include:

- Softball (September-October)
- Indoor Soccer (September-October)
- Flag Football (October-November)
- Dodgeball (October-November)
- 5v5 Basketball (February-March)
- Team Handball (February March)
- Outdoor Soccer (March-April)
- Volleyball (March-April)

### *Team Sport Playoffs*

Each team sport plays a single-elimination playoff bracket. At the end of each season, playoff brackets are created by the Intramurals Staff, which includes the Associate Director, Graduate Assistant, and Intramural Supervisors. The guiding metrics for bracket and seeding assignments are based on a team's record, performance, strength of schedule, and observation by staff. The staff has complete discretion and authority to make assignments as they deem fit.

No team which has forfeited two games, defaulted two games, or defaulted one game and forfeited one game is eligible for playoffs.

### *IND/DUAL Tournaments*

IND/DUAL tournaments are offered throughout the year and vary in length. Examples of IND/DUAL tournaments include:

- Spikeball
- Sand Volleyball 4v4
- Pickleball
- Cornhole
- Tennis Doubles

### **Contact Information for Intramurals**

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### **Injuries**

The College of William & Mary is not responsible for injuries/accidents incurred through the voluntary participation in its Campus Recreation programs or the use of its facilities. It is strongly recommended that all participants have a satisfactory health status (through an annual examination) and maintain personal accident/health insurance.

### **CONTINGENCY**

The Associate Director for Intramurals is not bound by any rule, policy, or procedure within the Department or program area. The Associate Director is empowered to alter the outcome of any and all matters related to the program with or without notice. William & Mary administration may be notified of particular incidents at the discretion of the Associate Director.

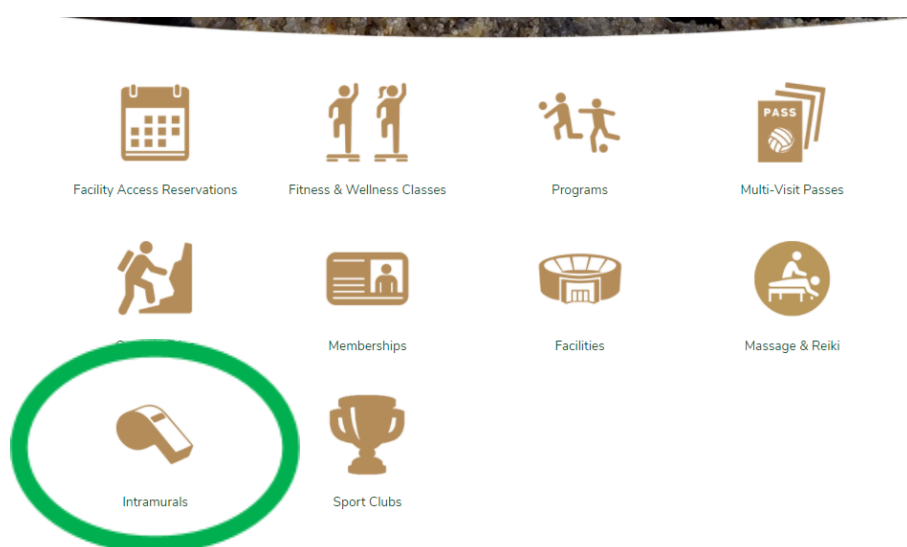
## REGISTRATION/IMLEAGUES

### Captain Responsibilities

The captain of the team is the team's representative to Intramurals Staff for all purposes, including but not limited to game status, reschedule requests, pre-game meetings, and sportsmanship. It is the duty of the captain to keep the team informed of all matters and communicate with Intramurals Staff as needed. Captains **MUST** keep track of their roster and are responsible for the eligibility of all players.

### Registration

IMLeagues is a program used by hundreds of universities across the country, including William & Mary. Participants are required to create an account on the site to participate. IMLeagues can be accessed through the Campus Recreation Fusion portal at [www.campusrec.wm.edu](http://www.campusrec.wm.edu). Once at the portal, click on the Intramurals icon and sign in using your W&M account. An activation email will be sent to the W&M account, please complete this activation before continuing.



After signing in, click on the IMLeagues banner.

### Intramurals

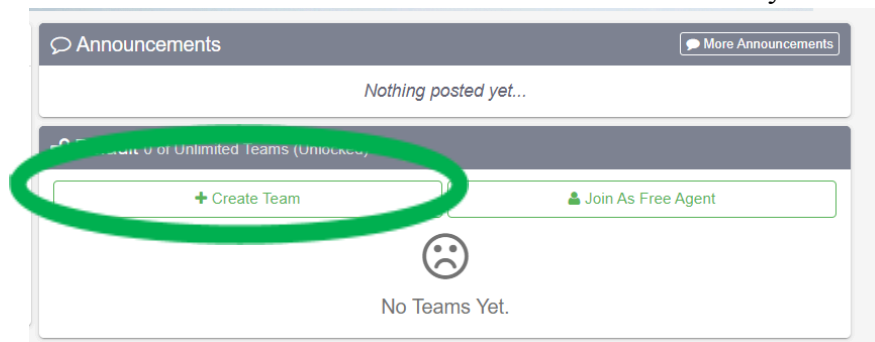
To register for intramurals you will be directed to a different website.  
Please ensure that you have "checked out" or paid for any items in your shopping cart before leaving.

Click the image below to continue to the intramural registration site.

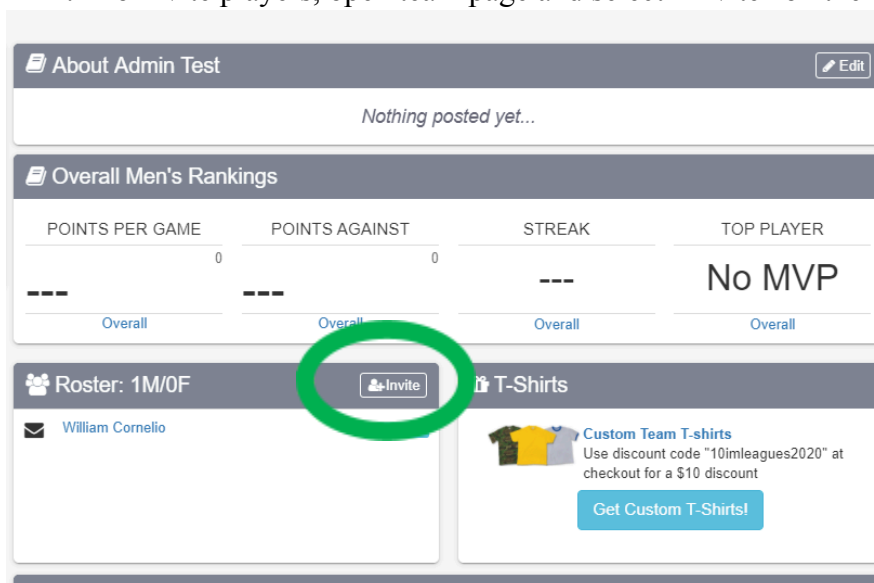


*Create a Team and Invite Players (Captain)*

1. Click on the sport you wish to create a team in.
2. Click on the league you want (men's, women's, or co-rec).
3. Select "create team" button and fill in the necessary fields.



4. To invite players, open team page and select "Invite" on the roster overview.



5. If a player has created an IMLeagues account, their name can be searched.
6. If a player has NOT created an IMLeagues account, the email must be entered.

*Join a Team WITHOUT a Captain's Invitation*

1. To sign up for a sport, click on the "get involved button" or the "William & Mary" link at the top to go to William & Mary's homepage on IMLeagues.
2. Click on the sport you wish to join.
3. Click the league you wish to join (men's, women's co-rec)
4. Click the division your team is a part of and click "join team" to send a request.

*Join a Team WITH a Captain's Invitation*

1. A captain's invitation will be received by email.
2. Please follow the directions in that email.

## SPORTSMANSHIP/PUNITIVE ACTION POLICY

The Department of Campus Recreation encourages sportsmanlike conduct from all participants. Unsportsmanlike or any other inappropriate behavior on or in College facilities occurring during Campus Recreation events will be handled in an expeditious manner within the guidelines set forth below.

- Action taken may range from probation for any length of time to expulsion from the program (and facilities) for anywhere from one game/day to the individuals' collegiate career.
- Other actions taken may include:
  - Forfeiture of the game/match
  - Suspension of a particular team for a period of up to 1 year
  - Other action as the offense dictates
- The professional staff in charge of the particular activity will determine what action is appropriate after consultation with all involved parties. If this seems unsatisfactory to the individual/team involved, they may appeal that decision to the next level of the Campus Recreation professional staff. EJECTIONS WILL CARRY A MINIMUM ONE GAME SUSPENSION.

Teams will be awarded a sportsmanship rating by officials after each game. The point scale used will be 1-5, with 1 being poor sportsmanship and 5 being exceptional sportsmanship. Any team having a rating of less than 3 for any two games of the regular season will be dropped from the league. Any team with less than a 3 average for the entire regular season will not advance into the playoffs. Any team not receiving at least a 3 rating for each game in the playoffs will not advance in that playoff.

**ANY PERSON WHO IS EJECTED FROM AN INTRAMURAL ACTIVITY MUST MAKE AN APPOINTMENT TO SEE THE ASSOCIATE DIRECTOR OR OTHER DESIGNATED STAFF MEMBER AS SOON AS POSSIBLE. THAT PERSON WILL NOT BE ABLE TO PARTICIPATE IN ANY INTRAMURAL EVENT UNTIL THEIR CASE HAS BEEN HEARD.**

Each offense will be dealt with on a case-by-case basis. All offenses include automatic probation for the individual and possibly the team for a period determined by the professional staff.

**ANY ABUSE, PHYSICAL OR VERBAL, OF A CAMPUS RECREATION EMPLOYEE WILL NOT BE TOLERATED AND WILL BE DEALT WITH SEVERELY.**

## **ELIGIBILITY RULES**

The purpose of the Campus Recreation Program is to provide reasonably equitable intramural competition for all participants as well as adequate space for sports club use and participation on an informal basis. The Eligibility Rules are designed to serve as guidelines for enjoyable and fair participation. They are not designed with the intent of punishment or discipline to any individual, but merely to insure that the spirit of the rule is applied to all. The honor system is used in many cases, to ensure that these rules are upheld. To this end, we expect/require the support and compliance of our participants and fans while allowing a positive experience for everyone.

### **Section 1**

In order to be eligible to participate in the Intramurals program teams, captains, and participants must adhere to the following guidelines and rules:

- All participants must be William & Mary faculty, staff, or students. Spouses of faculty, staff, and students are also allowed to participate provided the spouse has bought a Campus Recreation membership and is playing on a Co-Rec team with their spouse.
- All participants must have a valid William & Mary e-mail account set up that allows them to create an account on the IMLeagues website.
- Registration of all team sports and some IND/DUAL events incurs a team fee that must be paid at one of the times designated by the Intramural Staff. See the registration announcement for sport-specific instructions.
- Participants will not be added to the roster on site by the Intramural Supervisor.
- All participants must check in with the Intramural Supervisor at the site before their game. They must have a valid photo ID that has a clear picture on it and be on the IMLeagues roster.
- Participants must play in one regular season game to be eligible for the playoffs. Participation will be noted for each game.
- It is the responsibility of the captain to make sure their team meets all of these requirements and that all of their team's participants are on the roster so they are eligible to play. The Intramural Supervisor CANNOT let a person who is not on the roster participate.

### **Section 2**

- Current or former athletes of varsity intercollegiate are not eligible for participation in the sport in which they participated or corresponding sport (i.e., baseball and softball; football and flag football, etc.) for two complete academic semesters (not including summer session) after varsity eligibility ceases. Varsity athletes are considered those participating in either organized practice or any type of competition. Eligibility of varsity athletes will be the decision of the Associate Director.
- Varsity athletes may participate in non-corresponding sports.
- Persons classified as red-shirts or those working out with the varsity teams shall be treated as varsity athletes. The "red-shirts athlete" or an individual working out with a team anytime during the intercollegiate season and who does not or has not lettered will be considered a varsity athlete for the entire year. (Included are players who work out with a varsity/junior/freshman team in any capacity for any number of days with that

sport.) Any player having signed a letter of intent or tender to play a sport will be considered a varsity athlete.

- Any team with a majority of Sports Club members of that sport on that team will be placed in the highest available playoff bracket.

### Section 3

- ANY PLAYERS USING AN ASSUMED NAME OR NOT HAVING THEIR NAME ON THE SCORESHEET shall be barred from ALL intramural competition for the remainder of the semester in which the offense occurred. The team for which the player played shall receive a loss (no forfeit) for each game in which the ineligible player participated.
- Players can play on no more than ONE gendered team and ONE Co-Rec team. Anyone who plays on more than one gendered or Co-Rec team shall be suspended for 1 game. A team that uses a player that is on another roster will be given a loss for that game (no forfeit).
- All Intramural officials, sports supervisors, graduate assistants and professional staff members have the responsibility and authority to enforce any violation of these eligibility guidelines.

### Section 4

A participant's gender identity of "male," "female," or "non-binary" shall be determined by a good-faith self-identification when creating an IMLeagues account and can be changed each semester.

Intramural Supervisors and Officials will use the identity listed on the roster to determine if lineups are in compliance with each sport's gender regulations. Controversies involving gender identity will follow the "Protests" policy.



## RESCHEDULING/FORFEIT/DEFAULT POLICIES

### Rescheduling (Regular Season)

Rescheduling a regular season game will be allowed by each team **ONE TIME** only and will be conducted on a first come first serve basis.

1. Captains should email Intramurals at least **48 HOURS** before the scheduled game to determine a day and time available for the rescheduled game. Contact information can be found on the Campus Recreation website, IMLeagues, and in this handbook. The requesting captain should notify the opposing captain of the request and work out a new time based on the information provided by Intramurals.
2. To utilize the one opportunity to reschedule a regular season game, the request from a team captain **MUST BE IN WRITING** and contain a **LEGITIMATE REASON** why the team will be unable to attend the original game. The Associate Director must receive this request **NO LATER THAN 48 HOURS** in advance of the regularly scheduled game time (Thursday in the case of a Sunday game).
3. **NOTE: The opposing captain is not required to reschedule and reschedules are at the discretion of Campus Recreation.** If no agreement on the day and time of the reschedule is made, the original game will be defaulted. If any discrepancy occurs between the two teams, responsibility will rest with the captain initiating the reschedule.
4. Rescheduling is the responsibility of the team captain and the team. Campus Recreation and its staff will assist in facilitating the rescheduling process but are not responsible for rescheduling any games, with the exception of games canceled due to inclement weather. Campus Recreation does not guarantee that any canceled game due to weather will be made up.

### Rescheduling (Playoffs)

Each captain will receive a closeout sheet before playoffs. This closeout sheet will allow captains to select one time block for which they are not available to play. **NO RESCHEDULING** will occur during playoffs. Teams that cannot make playoff games that were scheduled with respect to the closeout sheets will forfeit the contest. Playoff games may occur on days and times other than those of regular season play.

### Forfeit

If a team does not notify Campus Recreation and their opponent **48 HOURS** before a scheduled game of their inability to make that game, it is considered a **FORFEIT**. Forfeited games will not be rescheduled. Teams may forfeit one game each season and remain eligible for playoffs, provided they have not also defaulted another game.

### Default

If a captain/team has notified Campus Recreation and their opponent at least **48 HOURS** before a scheduled game that they are unable to play, it is considered a **DEFAULT**. This defaulted game will count as a no game for the team defaulting and a win for their opponent unless rescheduled and played at another date. Teams may default one game each season and remain eligible for playoffs, provided they have not also forfeited another game.

## PROTESTS

### Rule Interpretations

- No protest will be considered which concerns the judgment of an official.
- To be valid, a protest of a rule interpretation must be verbally registered with an official at the time the incident occurs. The game will be stopped; the officials and team captains shall separate themselves from the other participants and determine the correct ruling.
- If either captain believes the ruling to be in error, they may request that the officials consult with the sports supervisor on duty. The supervisor will make a decision and the game will continue.
- If either captain believes the supervisor's ruling to be in error, they should inform the supervisor that they wish to file a formal protest. At that time, the protesting captain will complete a protest form with the supervisor. The game will continue under protest.
- The Associate Director will rule on all written protests. If a rule interpretation protest is ruled valid, the game may be either replayed in its entirety or replayed from the point at which the protest was lodged.
- No protest can be made on a previous play, after the game resumes.

### Participant Eligibility

*To exemplify the values of honest sports competition, protests of alleged ineligibility should be made immediately to game officials and supervisors.*

- If an eligibility protest is made prior to a game and it can be determined that the player is ineligible, they will not be allowed to participate. No Campus Recreation staff member will knowingly permit an ineligible player to participate. If the eligibility of the player in question cannot be determined, the team in question has the option of using the player. However, if it is later determined that the player is ineligible; the team will be given a loss (no forfeit) for the game.
- If a protest regarding eligibility is made at any time other than before the game, the protesting captain must complete a protest form with the sports supervisor. The Associate Director will examine the protest and rule on the eligibility of the player in question.
- A protest will always be viewed more favorably if these procedures are followed. However, the philosophy of Campus Recreation is that ineligible players should not be permitted to participate, and their status can be questioned at any time.
- Once a matter of eligibility has been raised by a team, captain, official, supervisor, or graduate assistant, the professional staff of Campus Recreation will investigate any possible improprieties.