

PRINCETON UNIVERSITY
CAMPUSREC
INTRAMURAL SPORTS

IM Chair's Manual
2016-2017

Jessica Ward
Assistant Director of Campus Recreation for Programming
609-258-0880
jessward@princeton.edu

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Leadership is a Choice, Not a Position.

-Joe Martin

INTRAMURAL SPORTS CHAIRS

Affiliation	Name	Email
Butler College	Chris Umanzor	cumanzor@princeton.edu
	James Sung	jhsung@princeton.edu
Cannon Club	Adam Maleh	amaleh@princeton.edu
Cap & Gown	Susan Farrell	sifarrel@princeton.edu
Charter	Ari Mytelka	cmytelka@princeton.edu
Cloister	Vlad Feinberg	vyf@princeton.edu
Colonial	Toan Lu	thlu@princeton.edu
Cottage	Ben Kellogg	johnbk@princeton.edu
Forbes College	RJ Hernandez	rjh3@princeton.edu
	Matthew Barrett	mab5@princeton.edu
Grad College	Frank Piscotta	piscotta@princeton.edu
Ivy	Hannah Davinroy	davinroy@princeton.edu
Mathey College	Ally Bouchard	abouchard@princeton.edu
		-
Quad	Mark Aksen	maksen@princeton.edu
	Josh Maccoby	jmaccoby@princeton.edu
Rocky College	Charlie Shen	ctshen@princeton.edu
	Evan Bryers	ebryers@princeton.edu
Terrace	Daniel Taub	dtaub@princeton.edu
	Colter Smith	crsmith@princeton.edu
Tiger Inn	Nickolas Dreher	ndreher@princeton.edu
Tower	Preston Lim	pjlim@princeton.edu
	Harrison Blackman	hwb@princeton.edu
Whitman College	Bruce Allen	bma@princeton.edu
Wilson College	Patricia Beltran-Cortez	pb11@princeton.edu
		-
WWS	Sasha Frankel	sasha.frankel@gmail.com

IM CHAIRS' MEETING SCHEDULE

All Meetings held in Dillon Gym Library at 12:00p.m.
Lunch will be provided

Fall

Friday, September 16th
Friday, October 14th
Friday, November 11th
Friday, December 9th

Spring

Friday, February 10th
Friday, March 10th
Friday, April 7th

***25 Intramural Points are awarded per meeting to each organization present.
You must sign in to get the points.**

IM CHAIR'S RESPONSIBILITIES

- Check in advance for upcoming sports and events.
- Post flyers and posters in a visible spot in college or club.
- Help people get placed on teams.
- Recruit captains for teams and have them register on **IMLeagues.com/Princeton**.
- Meet with captains to explain Policies and Procedures of IM Sports program.
- **Attend mandatory IM Chairs meetings.**
- Check eligibility for your participants.
- Check point structure to ensure that the correct number of points have been awarded to teams.
- Communicate with the Intramural Office about concerns, conflicts, changes in chairs' phone numbers, e-mail, etc.
- Promote sportsmanship and fairness.
- Train Captains to report scores following all games to the supervisor on duty.
- Check e-mail for changes to schedules.
- Check **IMLeagues.com/Princeton** for changes in schedules or messages.

COMMUNICATIONS NETWORK

Intramural Sports Chairs, through personal communication with their respective members, serve as the most vital link between the Intramural Sports Office and Princeton Students. **YOU** are responsible for obtaining information through the following sources:

1. **IM Chair's Meetings** - These meetings are vital for two way communication with the Intramural Office. Meetings will be used to discuss chairs' concerns, program suggestions, as well as sports rules and procedures.
2. **Intramural Sports Website** – The IM website at www.princeton.edu/campusrec/intramurals contains all of the updated Intramural Sports information including important dates and deadlines. Please check it frequently.
3. **E-mail** - Please turn in your e-mail address. There will be many announcements via e-mail (i.e. Cancellations, reschedules, playoffs, etc.).
4. **Mailboxes** – Each Club and College will have a mailbox in the Dillon Gym mail/copy room that you must check frequently. Copies of flyers and information will be placed in your mailbox for you to distribute.
5. **IMLeagues.com/Princeton** – this website will be used for all schedule and standings of league sports. Captains will use this site to register a team and invite their roster to join. All players must be registered on a team in order to participate in any post-season game. Messages will be posted on this site regarding game cancellations and rescheduling of games. Be sure to get all players familiar with this site.



When people talk, listen completely.

Most people never listen.

-Ernest Hemingway

HOW TO ENTER A TEAM

***Note:** IMLeagues.com offers a Live Support Button in the bottom right corner of all pages, please use this button if you encounter any difficulties.

To create an IMLeagues account:

- i. Go to www.imleagues.com/Princeton/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)
- ii. Enter your information, **and use your School email if applicable (@princeton.edu)** and submit.
- iii. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account.**
- iv. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link

How to sign up for an intramural sport:

- i. Log in to your **IMLeagues.com** account. Click on the “**Princeton University**” link to go to your school’s homepage on IMLeagues.
- ii. The current sports will be displayed, click on the sport you wish to join.
- iii. Choose the league you wish to play in (Men’s, Women’s, Co-Rec, etc.)
- iv. Choose the division you’d like to play in (Monday 5PM, Tuesday 5PM, etc.)
- v. You can join the sport one of three ways:
 - i. **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.
 - i. If they’ve already registered on IMLeagues: search for their name, and invite them
 - ii. If they haven’t yet registered on IMLeagues: scroll down to the “Invite by Email Address” box, and input their email address.
 - ii. **Join a team**
 - i. Use the Create/Join Team Button at top right of every page

- ii. Accepting a request from the captain to join his team
 - iii. Finding the team and captain name on division/league page and requesting to join
 - iv. Going to the captain's playercard page, viewing his team, and requesting to join
- iii. 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.

To Create an imleagues account:

1. Go to www.imleagues.com/schools/Princeton/Registration or go to www.imleagues.com and Click **Create Account**.
2. Enter your information, and **use your school email address**, 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.

For Independent Teams:

1. Each independent team entry must provide a PU ID number for the captain.
 - Every time a team forfeits, the team will be charged \$25.00. At the end of the season teams will be notified of the amount they owe.
 - They will have the option of paying their balance using checks, cash, or Student Account.
 - If the balance is not paid by the deadline given, their Student Account will automatically be charged.
2. For Eating Clubs and Residential Colleges, this will be paid in the beginning of the season and replenished as needed.



FORFEIT FEES

Residential Colleges/Eating Clubs

Each Residential College/Eating Club is required to pay a \$300 bond, or have \$300 on balance from the previous year, at the beginning of each semester to be used for forfeits. This can be done using University accounts or with checks made payable to Princeton University.

Your team entry is a contract with the Intramural Sports Office. For each team entered in a league, there is a \$50.00 deposit that is set aside from your bond. Please honor that contract. A team that forfeits once loses half of their deposit, and all points they have earned. If a team forfeits twice, the \$50.00 deposit fee will not be refunded, and the team is dropped from the league.

A running balance will be kept for each college/club throughout the year. Any remaining balance will stay with the college/clubs account for the following year.

Independent Teams

Forfeit fees will only be charged in the following cases:

- If a scheduled game has not been **MUTUALLY** rescheduled by both teams.
- E-mail must be sent to IM Office by both teams to confirm the change.
- If a team is scheduled to play in the playoffs and forfeits, the entire \$50.00 team deposit will **NOT** be refunded.

GAME CHANGES

Postponements will be made **only** through the Intramural Sports Office. Games otherwise postponed will subject both teams/individuals to a forfeit (\$25.00 penalty). Decisions for rainout days will be made at 3:00pm Monday –Thursday, and at noon on weekends.

Check your e-mail and IMLeagues.com/Princeton for current cancellation inquiries.

RESCHEDULING PROCEDURES

1. All rescheduling should be done **24 hours** in advance by both teams/individuals since alternate courts or field times are limited.
2. The captain should contact the opposing captain and request the change. The opposing captain is not obligated to change the playing date/time.
3. If agreed, both captains must e-mail jessward@princeton.edu to confirm the change.
4. Captains should call the Intramural Sports Office and check the availability of alternate times for the game.
5. All rescheduling steps that require contact with the Intramural Sports Office must be made between the hours of 9:00 a.m. and 5:00 p.m. Monday-Friday. If you need to change a game for a Sunday this email must be received before 5:00pm on Friday before the game.

***** Playoffs: Provide the Intramural Sports Office with any scheduled events prior to the end of the regular season for possible accommodation in the published playoff schedule. REQUESTS for rescheduling of playoff games will not be granted. Time and Space restrictions necessitate this policy. Teams that forfeit a playoff game will be charged the entire forfeit entry fee.**

No snowflake in an avalanche ever feels responsible.

-Voltaire

DEFAULTS

A TEAM MAY DEFAULT A CONTEST, BUT WILL NOT BE ASSESSED A FORFEIT FINE WHEN:

1. It is unable to play a contest at the scheduled time or arrange for a rescheduled time, and then notifies the Assistant Director of Intramurals and opposing team's captain at least **24 hours** prior to the scheduled time of the contest.
2. It uses an ineligible player (see Eligibility Policies), but declares the game a default **before** the game begins. The game will still count as a loss for the defaulted team.
3. Several members show up at the contest and get the permission of the opposing captain to default (after which an informal game **MUST** still be played).

AWARDS

1. Intramural Sports Championship T-shirts are awarded to members of championship teams. **The maximum number of shirts a team can receive is 2 times the number needed to field a team.** (i.e. Six players are needed to field a volleyball team. The winning team can receive any combination of 12 shirts.) All persons receiving shirts **MUST** have played in at least one game during that sport season.
2. The college or club with the largest total number of points in all events at the end of the spring competition is the Intramural Sports Champion. Intramural standings are determined and posted on the Intramural section of the Campus Recreation website at www.princeton.edu/campusrec/intramural.
3. The overall IM Sports Points Champion will receive an IM Sports Championship T-shirt, personalized with their college or club's name.
4. The overall Residential College and overall Eating Club champions will also receive personalized championship t-shirts and an IM trophy.

STUDENT CONDUCT

Student development is a major goal of the Intramural Sports program. Individuals and teams are expected to demonstrate good sportsmanship, respect and cooperation with supervisors and other teams.

- 1. Absolutely no alcohol will be tolerated at any Intramural event!!**
- 1. Intramural Supervisors are responsible for ensuring safe play and are vested with the power of ejecting players acting in any unsportsmanlike manner.**
- 3. Fighting will not be tolerated under any circumstances. Teams involved in fights will be dropped from league play for the remainder of the season.**

Individuals/teams that are ejected from the field/court will be suspended from further play and must meet with the Assistant Director of Intramurals to be reinstated. Disciplinary sanctions will be a minimum of one game. Antagonistic, violent or threatening behavior may result in indefinite suspension from all Intramural Sports, and will be reported to the disciplinary office of the appropriate Dean.

Civilization is a method of living and an attitude of equal respect for all people.

-Jane Addams

ELIGIBILITY

The Intramural Sports Office reserves the right to put into immediate effect any rule changes or modifications regarding eligibility, but before doing so, will attempt to notify participants by e-mailing a copy of such changes to the Intramural Chairs.

A. General Rules

1. Only full time Princeton University Students are eligible to participate in the Intramural Sports Program.
2. All Faculty and Staff of Princeton University are eligible to participate in the Intramural sports Program. However, the appropriate facility membership must be paid in order to participate. Memberships may be purchased at Dillon Gym, Room 103 or Jadwin Gym.
3. Only regular members and social members of Residential Colleges and Eating Clubs may compete for their respective organizations. (A club social member is considered an ex-member who has spent a year in the club).
4. Independent teams consist of players who are not representing a College or a Club. However, they must submit their Acknowledgement of the Forfeit Fee Form to Room 103 for all league play.
5. Players are only allowed to play on ONE CoRec/Open team and ONE Men's/Women's team of the same sport. For example, a male participant is not eligible to play on a Men's A team and a Men's B team. The first team you choose to play on is the team you are on for the remainder of the season. If a player decides to violate this rule, he/she jeopardizes the status of all teams they have played with.
6. Playing games with an ineligible player on your team, results in forfeit of those games.
7. All Faculty/Staff members of residential colleges are eligible to compete for their respective college teams.

B. Varsity Athletes and Club Varsity Members

Definition: Varsity squad member - Any individual participating in intercollegiate contests or attending regular practice.

1. Members of intercollegiate teams are ineligible to participate for an intramural sports team in that sport (or associated sport) during that sport season.
 - a. **Ex-varsity and ex-sport club members** may participate in the sport of their specialty on a restricted basis. No more than half of the roster may be ex-varsity or ex-club members on a particular team, and this team must enter the highest level of competition offered.
 - b. A student ineligible for intercollegiate competition because of scholastic, disciplinary, or medical reasons may not compete in intramural sports. If ineligible for medical reasons, the student must be cleared by the Health Center to compete.
2. There may be 2 members of a Sport Club team permitted on the roster of an associated sport. Associated sports shall be defined as follows:
 - a. Football - Flag football
 - b. Baseball & Softball – Softball
 - c. Hockey - Hockey, Broomball and Floor Hockey
 - d. Basketball – 5on5 Basketball and 3on3 Basketball
 - e. Volleyball – Volleyball and Sand Volleyball
 - f. Soccer – Outdoor Soccer and Indoor Soccer
 - g. Squash – Squash
 - h. Water Polo – Innertube Water Polo
3. Once considered a varsity squad member, you are one for the **entire school year** and are ineligible for the **entire academic year**. Seniors that exhausted their eligibility are also considered ineligible. You must drop before the second intercollegiate contest.

If it is not right do not do it; if it is not true do not say it

-Marcus Aurelius

C. Professional Athletes

Anyone who has played as a professional or semi-professional in any sport must petition the Intramural Sports Board of Directors for permission to compete in that particular sport.

E. Infractions

1. Anyone playing on **more than one** team in the same sport is not allowed to compete for any team for the remainder of the season.
2. All eligibility challenges must be submitted in writing to the Intramural Sports Office by noon the day following the contest. It is the challenging teams' responsibility to prove their case.
3. All protests should be filed **prior** to the game being played. If teams choose to play the game, those teams **may not** protest the outcome for reasons of ineligible players. If teams wish to protest on the grounds of ineligibility, they must file a written report and decide not to play the game.

F. Team Rosters

1. In cases of an organization having more than one team in any sport, the personnel must remain stable. You **may not** transfer players from one team to another within your organization.
2. Contestants shall not represent more than one team in any sport. When a person's name appears on a score sheet, he/she is considered to have played in that contest. (Exception: A contestant may play on a Co-Rec/Open division and a Men's/Women's division.)
3. A player may change teams after the first scheduled contest, but no later. Once a player has played two games for a given team, they must remain on that team for the entire season.
4. A player must have played in ONE regular season game to be eligible to play in play-offs. Consideration will be given in cases of rained out games or students returning to campus after a semester off campus.
5. Each participant is responsible for the verification of his or her eligibility. Team captains and intramural chairs are responsible for checking the eligibility of their own players and should refer questionable cases to the Intramural Sports Office for a ruling before competing.