



Intramural College Sports Rep Manual 2023-2024

Our Mission Statement

The mission of the Recreation Center is to encourage a lifetime of health and wellness for the students, faculty, and staff of Rice University by promoting the physical, social, and emotional benefits of physical activity, recreation and dance. To that end, a wide array of aquatic, dance, fitness, sport, and recreational programs and services have been created and are offered in a safe, clean environment and promoted through positive customer service in an effort to increase knowledge about and provide opportunities for the development of healthy behavior patterns.

How to Get People Interested in Intramural Sports

Flyers and Yearly Calendar:

You will receive a poster with the semester sports schedule. The poster should be put up and displayed in a well trafficked area at your college as soon as possible.

Suggestions for the year:

1. Post sign up lists with flyers for each sports
2. Survey students first two weeks of school; survey should include:
 - a. Student ID number
 - b. Sports they wish to participate in
 - c. Availability
 - d. Contact information such as phone and e-mail
3. Build a database with this information. The first year will be the hardest. Each year after that you will only need to collect freshman information and update upper classmen.
4. E-mail interested students about entry periods
5. Post each entry period on list-serve.



6. Announce at meetings and meals.
7. Each sports rep should be assigned sports to even the workload.

Get excited and get participants excited!

Sports Boards

Sports Rep Info: should include pictures, email, phone #, room #, and a quote

Creativity: the board makes your teams. Presentation and design are important

Standout: The board will attract attention and make students want to get involved. The better it looks, the more participation you will get.

Information: Calendar, flyers, sign-up sheets, anything else to get people informed.

Upkeep: The most difficult aspect of the sports board. Keep things updated and neat.

High Traffic Area: Try to place your board where people will take notice, make it LOUD!

Sports Rep Qualities

Communication: With IMS Office, announcements to students, and with other reps.

Promoter: Always try to promote the program and getting involved.

Participant Minded: Don't get locked into "WE HAVE TO WIN," this is for fun and we want everyone participating and getting involved.

Active College Member: Letting the cabinet and others know the importance of Intramural Sports to the Rice Community.



Organizer: Get systems together to keep sports organized and simplify your work. Folders, checklists, ID #'s, ideas, etc. are examples.

Knowledgeable: Know the rules of the sports you are promoting, our system, and our policies.

Questions to ask yourself on how you are doing:

- Do you really want to be a Sports Rep?
- Do your college peers know that you are a Sports Rep?
- Do you have a positive presence? Open for questions and comments?
- Does your board portray excitement in Intramural Sports?
- Would people know where to find your board?
- How active are you in seeking participation?
- How well do you promote?
- Do you turn in college entries on time?
- Are you and your fellow college reps coordinating the work properly?

Officials Training Dates

Hiring for all sports, call or email the office: 713-348-8810 or email IMS at ims@rice.edu.

- No experience necessary but must have general sport(s) knowledge
- Start at \$10.00 per hour
- Flexible hours
- Meet new people
- Food & Drinks
- Learning Outcomes and promotion opportunities
 - Problem solving, conflict resolution, communication, confidence, team work, and much more!



Signing Up College, Non-College Teams, Individuals, and Free Agents

All intramural participants will be required to create an account on www.IMLeagues.com/rice

To create an IMLeagues account

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

- Go to <http://www.imleagues.com/Rice/Registration>
- **OR**
- Go to <http://www.imleagues.com> and click **Create Account**
- Enter your information, **and use your school e-mail account** (@rice.edu) and submit
- You will be sent an activation e-mail, **click the link in the e-mail to login and activate you IMLeagues account.**
- You should be automatically joined to your school - If not you can search schools by clicking the "Schools" link

How to register for an Intramural Sport

- Log in to you **IMLeagues.com** account
- **Click the Create/Join Team button** at the top right of your User Homepage page
- **OR**
- Click on the "Rice University" link to go to your school's homepage on IMLeagues
- The current sports will be displayed - click on the sport you wish to join
- Choose the league you wish to play in (Men's, Women's, Co-Rec, Open, College, etc)
- Choose the division you would like to play in if applicable (Monday 530/630/730 PM, etc)

Create a team (For team captains)

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

- If they've already registered on IMLeagues: search for their name, and invite them



- If they haven't yet registered on IMLeagues: scroll down to the "Invite by e-mail address" box, and input their Rice University (@rice.edu) e-mail address

Join an already created team

- Use the Create/Join Team button at the top right of every page
- Accepting a request from the captain to join their team
- Finding the team and captain name on division/league page and requesting to join
- Going to the captain's playercard page, viewing their team, and requesting to join

Join the sport as a Free Agent

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

College Billiards, College Tennis, and College Table Tennis

Each college should have a 4-12 member team to compete against the other colleges. Players may participate in up to **two** events. However, they may not compete in the same event twice in the same game (e.g. a male student may only play ONE Men's Singles match).

The team captain needs to keep a record of:

- Players that participated
- ID #
- Scores of the match (e.g. 3 games to 1)

Please submit scores to the IMS office as soon as possible by filling out a scores results form that can be found at <http://recreation.rice.edu/ims/scorereport/>.

Match structure: The team captain will determine which players will play in the match slots. A college vs. college match will consist of:



1 Men's Singles, 1 Women's Singles, 1 Men's Doubles,
1 Women's Doubles and 1 Mixed Doubles.

**Matches and their participant(s) must be declared before the first match begins and e-mailed to the captain of the other college as well as the IMS Office (ims@rice.edu).

Scoring: The winner of each match will receive 1 point. A match will consist of the best 3 out of 5 games (Exception: All Tennis leagues are best 2 out of 3 games). If a college does not fill given slots with eligible participants and their opponent college does then the opponent college will receive the point(s) for that match(es).

Matches may be played at any location, on any pool/table tennis table agreed upon by both colleges. Matches do not need to be played all at once, provided that all matches are played by the play-by dates indicated.

*****There are times when one college is unable to get games done before the play by dates or other problems. If this happens we cannot help either college unless they have kept us informed. **All correspondence between the colleges should also be copied to ims@rice.edu.**

College Ultimate

The registration procedure for College Ultimate is the same as all of the other college sports (except billiards and table tennis). However, College Ultimate games do not have assigned supervisors or officials (it is self-officiated). After completing a game scores will be submitted by the captain of the winning team. Score submission forms can be found at <http://recreation.rice.edu/ims/scorereport/>.

Playing Fields and Courts

THE INTRAMURAL FIELDS – Fields 2/3, O'Connor, and 5 are all placed together in the large grassy area surrounded by the Football Stadium parking lot, Rice Blvd., Alumni Dr., and Laboratory/Loop Rd. Fields 6 is located across the street from Wiess College.

FIELD 2 & FIELD 3 – Mostly used for Club Sport practices, IMS flag football, open recreation, and used in the spring for 11-on-11 soccer.



FIELD 5 – Mostly used for club sport practices, IMS ultimate and flag football games

FIELD 6 – Used for IMS flag football, 7 on 7 Soccer, Club Sport practices, and Powderpuff practices.

COURT 1 – Located inside the Rice Recreation Center, the court closest to the main stairwell.

COURT 2 - Located inside the Rice Recreation Center, the court closest to the classroom 220 and the dance theater.

MAC GYM - Located inside the Rice Recreation Center, on the second floor next to MPR 3.

OUTDOOR COURT 1 & OUTDOOR COURT 2 – Located within the Rice Recreation Center building, but located outside next to the competition pool. Mostly used for IMS 3v3 basketball.

College Playoff Procedures

Leagues with 11 or 12 teams:

The top two teams in each division in the 12 team league; top three teams in each division in the 11 team league with a 3.0 or higher sportsmanship rating, will be notified and included in a single elimination championship playoff. If a team in the top two in their division for the 12 team league; top three in their division for the 11 team league does not have a 3.0 or higher sportsmanship rating, they will not be eligible for the playoffs. The team in their division with the next best record and 3.0 or higher sportsmanship rating will be included in the playoffs instead.

Leagues with 10 or less teams:

First and second place teams in each division with a 3.0 or higher sportsmanship rating, will be notified and included in a single elimination championship playoff. If a first or second place team in their division does not have a 3.0 or higher sportsmanship rating, they will not be eligible for the playoffs. The team in their division with the next best record and 3.0 or higher sportsmanship rating will be included in the playoffs instead.

Exception- teams that have not played ALL their regular season games (aside from program or weather related cancellations and pre-determined defaults) will NOT be eligible for the playoffs, unless notified by the Intramural Sports office following an accepted petition. The tiebreaker procedures are as follows:



- Two-way tie:
 - First tiebreaker – head-to-head meeting
 - Second tiebreaker – point differential using all regular season games
 - Third tiebreaker – points allowed using all regular season games

- Three-way tie:
 - First tiebreaker – head-to-head meeting
 - Second tiebreaker – point differential using games in which the tied teams played each other
 - Third tiebreaker – points allowed using games in which the tied teams played each other
 - Fourth tiebreaker – points differential using all regular season games

Teams will be seeded for the playoffs based first on regular season win/loss record and then point differential. NOTE: teams from the same division will be placed on opposite sides of the bracket.

If the teams do not agree or do not show up for this predetermined date and time, the game will be declared a forfeit for both teams. Forfeit fees will be implemented for each intramural game. The forfeit fee for leagues will be \$40 per forfeit or default and \$10 for each forfeit and default in play-by date sports. See Intramural Policies and Procedures for additional details.

President's Cup & Points

The President's Cup is awarded to the college that has the highest point tally for several categories. The winning college will display the President's Cup in their college the following school year. The top four teams in each event will receive President's Cup points in the following manner: 1st place = four points, 2nd place = three points, 3rd place = two points, 4th place = one point. If two or more teams are tied, they will receive an equal share of the points allocated for their final positions. President Cup points for third and fourth place will be managed in the following manner (as needed):

- First tiebreaker – head-to-head meeting
- Second tiebreaker – regular season win/loss record (ONLY if teams played the same number of regular season games)
- Third tiebreaker – outcome of finals (i.e. if Team A wins the championship, the team who lost to Team A in the semifinals will be awarded third place)



- NOTE: If a team forfeits in the semifinal round they automatically receive fourth place.

Should two colleges finish the school year tied for the President's Cup lead, the first tiebreaker shall be President's Cup points in Intramural-Only events (i.e. All President's Cup points won in sports other than Beer Bike or Powderpuff Football.) Should the two colleges remain tied, the second tiebreaker shall be overall record in head-to-head competition against the other tied college in Intramural Team Sports. The only sports that shall be considered for this tiebreaker will be Football (Men's College, Freshmen/Sophomore College, Coed College), Basketball (Men's College, Women's College, Freshmen/Sophomore College), Soccer (Men's College, Women's College), Softball (Men's College, Women's College), Volleyball (Men's College, Women's College), Ultimate and Floor Hockey. Every meeting between the two tied colleges (regular season and playoff) in these 6 team sports shall be considered. The Intramural Sports Department reserves the right to determine third and fourth tiebreakers, as needed, at any time and without the input of the tied colleges. Freshmen sports (Football and Basketball) will count towards the President's Cup ONLY if GSA is not in 1st place.

FURTHER QUESTIONS OR COMMENTS MAY BE DIRECTED TO:

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Website: <http://recreation.rice.edu/ims>

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Intramural Sports Office

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