

Policies & Procedures

1. Fees

The Intramural Program attempts to keep charges to a minimum, but a few fees are necessary.

a. **Forfeit Fee (Team Sports).** Prior to entering any team sport (all Class I and select Class II sports) each off-campus or co-rec manager must establish a designated person responsible for payment of the \$50 forfeit fee in the event that charges are applicable. Typically this is the team manager. This person will need to submit a completed team entry form and present a UNI ID card to the office staff, who will complete a forfeit fee form. This forfeit fee form will be valid the duration of that sport, and will be held on file in the Wellness and Recreation Office. If the team forfeits out of that sport, the manager is then charged \$50 on their U-bill. On-campus residence teams do not need this procedure as their respective residence hall floor will be billed for forfeits.

b. Open Tournament Entry Charge

A \$20 charge is required for teams entering an Open Tournament. Open Tournaments are held in fall and spring co-rec softball, and in dodgeball, volleyball, basketball and soccer.

The \$20 entry charge helps defray tournament expenses and is not refundable.

2. Forfeit Procedures

If a team or individual must forfeit a contest, they should notify the Wellness and Recreation Office prior to the playing time of the contest.

a. If a team or contestant fails to appear at the designated playing site within the time specified in the rules of the sport, the Sport Supervisor may declare the contest forfeited to the team or individual which/who is present. The specified player minimums as indicated under "Point System" must be maintained in order for the contest to be played.

b. For team activities, all the names of team members who are ready to play must be recorded on the proper scoresheet. That team must demonstrate to the officials and the Supervisor that they have enough players to properly start the contest. Then, and only then, is the forfeit recorded as a victory.

c. If both teams fail to show at the designated time and place, a double forfeit is recorded and the contest is not rescheduled.

d. The first forfeit results in the team's loss of half of its participation points for the activity.

e. Two forfeits by a team eliminate that team from further competition and loss of all participation points in that sport. A \$50 forfeit fee charge also results.

f. The first forfeit by a team in a tournament eliminates that team from further competition.

g. The first forfeit in single or dual competition eliminates said individual(s) from further competition and loss of all points accumulated in that sport.

3. Protests

Judgement calls by an official may not be protested. Protests are restricted to matters of rule interpretation and player eligibility. Individuals' protests not

abiding by the following policies are not recognized by the Wellness and Recreation Office.

- a. The team manager must make any protest involving rules interpretation to the official in charge of the contest at the time the question is raised. Once play has resumed, the protest is not valid. The official is responsible for notifying the Sport Supervisor who makes a decision and the contest continues.
- b. If the team making the protest believes the Sport Supervisor is incorrect, they may protest the ruling to the Intramural Coordinator.
- c. All protests to the Intramural Coordinator must be in writing. The protest must be received by the Intramural Coordinator prior to 3 p.m. on the day following the contest, stating the reasons for the protest and the rule violation.
- d. The validity of the protest is decided by a committee consisting of: one representative from each team, two neutral representatives, and the Intramural Coordinator.
- e. Upheld player eligibility protests result in a forfeit by the guilty team or individual.
- f. Anyone aware of an ineligible player competing should report the infraction to the Intramural Coordinator so appropriate action may be taken.

4. Postponements and Rescheduling

All intramural contests are arranged weeks in advance, so teams and individuals should attempt to arrange their activities to prevent conflict.

- a. Decisions pertaining to weather-related postponements are made after 3 p.m. on days when game status is questionable due to the weather. Such decisions may be attained by calling Wellness and Recreation Services info. line (273-2391) and select Intramural Sportsline from the menu, or by checking the Intramural bulletin boards in the Wellness/Recreation Center.
- b. The intramural Coordinator at the site will be the judge in determining if contests in progress are continued.
- c. All other rescheduling must be done through the Wellness and Recreation Office. Games otherwise rescheduled subject both teams to forfeits. A valid reason must be presented to reschedule a regularly scheduled contest. Anticipated absence of one or two players is not a valid reason for postponement.
- d. Approved postponement/rescheduling procedures follow:
 - The team desiring the postponement must bear the responsibility in the postponement/rescheduling process.
 - The team/individual desiring the postponement must contact its opponent and request agreement to postpone the contest. If the opponent does not agree, the games originally scheduled time remains in effect.
 - The team/individual initiating the postponement must obtain available dates/times for rescheduling from the Wellness and Recreation Office and secure its opponent's agreement for one of these periods.
 - If the opponent agrees to postpone the contest, the team/individual desiring the postponement will obtain a postponement request from the Wellness and

Recreation Office, provide the indicated information and procure the signature of the opposing team manager.

- Postponement Request Forms must be submitted to the Wellness and Recreation Office a minimum of 48 hours in advance of the originally scheduled contest in order for the contest to be postponed.

- All the postponement/rescheduling steps which require contact with the Wellness/Rec-reation Office must be made during the hours of 10 a.m. - noon or 1 to 3 p.m. Monday through Friday.

e. No post-season tournament games will be rescheduled without permission and approval of the intramural staff.