



POLICIES AND PROCEDURES MANUAL

INTERIM



INTRAMURALS

ASSUMPTION OF RISK

Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance PRIOR TO PARTICIPATION in Recreational Sports and Wellness activities. Individuals who participate in Recreational Sports and Wellness activities will be doing so at their own risk. Southeastern Louisiana University and the Recreational Sports and Wellness Department are not responsible for any injury that may occur to individuals participating in any Recreational Sports and Wellness activity. Participation in any Recreational Sports and Wellness activity is on a voluntary basis.

The University offers an Accident and Sickness Insurance Plan. Brochures are available in Office of Student Life. For further information, call the Office of Student Life at 549-2247.

Professional Staff Contact Info

- Dollie Hebert-Crouch, *Director of Recreational Sports and Wellness*
985-549-2144
dollie@selu.edu
- Chad Pendarvis, *Coordinator of REC Services*
985-549-2125
chad.pendarvis@selu.edu

Intramural Sports Office

Office Hours (during season)

Monday - Friday
2:00pm - 5:00pm

Office Hours (off season)

Monday - Friday
7:45am - 4:30pm

Rainout/Game Delay Information Line

985-549-4144

Website

www.selu.edu/admin/recsports/intramural/index.html

INTRAMURAL SPORTS

MISSION

The Department of Recreational Sports and Wellness is professionally committed to the development of numerous opportunities geared toward the advancement of Wellness lifestyles through diverse types of recreational offerings. Our first and foremost goal is to allow each individual a chance to experience recreation at his or her own pace and enjoyment level. Providing quality sports programming, safe usable equipment for the leisure and physical recreational needs of the entire university community are our primary charges. Emphasis is not placed solely on winning but on participating as well. The Department of Recreational Sports and Wellness is a vital link in the overall scheme of the students' education. Our program provide and encourages community, fair play, leadership, sportsmanship, comradery, social competition and time management, but most of all, our program is: "Something Fun for Everyone!!"

PURPOSE

Intramural Sports strives to provide comprehensive, quality programming of a variety of competitive sports and recreational activities which are designed to meet the interest and needs of all students, regardless of their ability, skill, age, sex, race or creed.

OBJECTIVES

To stress the importance of participation, within the boundaries of good sportsmanship, as opposed to winning at all costs.

To provide a competitive and recreational activity program this meets the needs of the students of the university.

To provide students with the opportunity to experience real life situations of decision-making, leadership roles, employees, student managers, and team captains.

To provide a means through which students can engage in Recreational Activity and meet new people and make friends.

To develop attitudes of good sportsmanship, to set high standards for cooperation among participants and to have FUN!!!!

INTRAMURAL ACTIVITIES

FALL

Flag Football Leagues

Volleyball

Indoor Soccer

SPRING

5 on 5 Basketball

Softball

Indoor Soccer

COMING SOON!: Pool Tournaments!

Notes:

- All activities are listed in order of entry deadlines.
- Other events may be added throughout the year. If you have any suggestions please feel free to contact us and let us know what your ideas are.

GENERAL INFORMATION

A. Telephone Directory

Office	549-2144
Office Fax	549-3523
Wellness Office	549-5728
Intramural Sports Office	549-2125
North Oak Park	549-5470
Court/Field Reservations	549-2144
Lost and Found/ Equipment Room	549-5724

B. Hours of Operation

Pennington Student Activity Center

Monday - Thursday	5:30am – 10:00pm
Friday	5:30am – 7:00pm
Saturday	CLOSED
Sunday	4:00pm – 10:00pm

Kinesiology and Health Studies Pool

Monday - Friday	6:00am - 7:30 am
Mon. Wed. Fri.	12:00 pm - 1:00 pm
Mon - Thurs	6:15pm - 9:00pm
Friday	4:00pm - 8:00pm
Saturday	11:00am - 7:00 pm
Sunday	4:00 pm - 9:00 pm

*Scheduled hours may change due to KHS classes or Recreational Sports and Wellness programs.

C. Identification

A valid Southeastern Louisiana University ID is required for entrance to a facility or event. All patrons must show their ID each time they enter or reenter the building. Any misuse of the ID will cause possible suspension for all parties involved. Students must sign and write down their W# at all Intramural Events. Participants must show their ID at the Control Desk for entrance to the Pennington Student Activity Center and they must present their SELU ID at all events held at North Oak Park.

D. Field/Court Reservations

1. Reservations may be made for the following facilities:
 - Pennington Student Activity Center Gym (2 courts)
 - North Oak Park (4 fields)
 - Kinesiology Fields (3 fields)
 - Patio Tennis Courts
2. Reservations may be made in person, by phone or email
 - Monday through Friday 8:00am - 4:30pm.

E. Sports Equipment

1. Students, faculty and staff are welcome to use our Equipment Issue service located across from the locker rooms. A wide variety of equipment is available on a first-come, first-serve basis. A valid SLU ID must be presented at the time of checkout.
2. Equipment checked out of the center will have a one-day/no charge limit. Equipment should be returned by the close of the next business day. A late fee of \$ 2 will be assessed per day the item is late.
3. If the equipment is not returned within two weeks of being checked out, it will be considered lost and the individual checking out the equipment will be charged full replacement cost of the item (s). If replacement cost is not paid within 30 days of the equipment issue date, Equipment Issue will have a "hold" placed on their registration and transcripts. Facility membership will also be revoked.
4. The individual checking out equipment is responsible for the loss or damage of that equipment. Payment must be made per the assessed replacement cost.

Equipment room hours are the same as the Pennington Student Activity Center.

THE INTRAMURAL SPORTS PROGRAM

A. Event Types

The Intramural Sports Program offers different types of events from which to choose. Brief descriptions of the various event types are outlined below.

Team Sports

Major team sports such as Flag Football, Volleyball, 5 on 5 Basketball and Softball will last approximately six weeks to eight weeks. All team sports utilize a round robin or pool type of regular season. At the end of regulation play a single elimination tournament will be set (see Team Sport Playoffs for details).

Individual/Dual Sports

All individual and dual sports will be held as tournaments. Recreational Sports & Wellness Office will utilize seeding on the basis of past performance when it is appropriate, otherwise the tournament director will use a blind draw to fill bracket names.

Special Events

Special events are not always a single event but a collaboration of many different activities. These events are sometimes co-sponsored by other departments on campus to provide students with a variety of entertainment.

B. Team Sport Playoffs

1. General playoff information

a. To be eligible for participation in playoff games an individual must meet all of the following requirements:

1) His/Her name and ID number must be on the official team roster and he/she must have played for only that team.

2) He/She must have played in at least three regular season game.

3) He/She must not have been ejected from two regular season games or one playoff game.

2. Playoff qualifications

a. All teams without a forfeit are eligible for playoffs. Teams with one forfeit may qualify for playoffs by paying a \$10 non-refundable fee prior to the brackets being drawn. Teams with two or more forfeits are not eligible for the playoffs.

b. Playoff brackets are seeded according to the team rankings. Team rankings are decided by votes from supervisors, officials and team captains. The Top 4 teams may not be seeded to meet each other until the Semi- Final Round. Once the top 4 teams are decided upon by the above parties they are automatically irrevocably placed into the brackets.

c. For major team sports, a captains' meeting will be held after all possible games have been played during the regular season. All teams eligible for the playoffs are **REQUIRED** to have a representative present. Teams will place themselves into a bracket according to their final regular season rankings. Teams who do not send a **Captain/ Team MEMBER** to a captains meeting will be docked a forfeit or will not be placed in the playoff pool. ***This is mandatory for all teams and will be enforced!!!!***

d. The final decision regarding placement and seeding in the playoffs will be made by the Coordinator of Intramurals.

C. Officials

1. Paid student officials are provided by the Recreational Sports and Wellness Department for most team sport activities. Students interested in officiating should obtain information in the Intramural Sports Office location in the Pennington Student Activity Center or call 549-2125.

2. Prospective officials are encouraged to attend officiating clinics given by the department for each major team sport. Clinics will last for two hours a day for two days. Day 1 includes rules knowledge, game management and payroll. Day 2 includes field/court mechanics, signals and scrimmages. Dates for officiating clinics are listed below. All clinics are scheduled to begin at 8:00pm on these dates.

Flag Football	September 1 & 2
Volleyball	September 14 & 15
Basketball	TBA
Softball	TBA

3. Officials are not always informed about administrative policies and procedures pertaining to intramural activities. Team captains/individuals should not consider a statement on policy or procedure from an official as final, and should contact the Coordinator of Intramurals, if there are questions.

D. Intramural Awards

1. Awards in the form of Intramural Champion T-shirts will be provided for the members of teams that finish first in their respective events and for participants who place first in special events, individual and dual sports.

2. The Recreational Sports and Wellness Department also gives out the following awards for excellence in the program:

Steve Gjenero Intramural Sports Accomplishment Award

This award is given to the individual or individuals who have done the most to promote the Recreational Sports & Wellness Program, but who are not employed by the department.

Sammy L. Genco Flag Football MVP Award

Given in remembrance of Sammy L. Genco to the student who is chosen the MVP of the Flag Football Leagues.**E. Participation Awards**

E. Participation Awards

1. The Recreational Sports and Wellness Department offers four participation awards. These awards are in the form of a trophy that is passed from Champion to Champion each year. Each Champion is recognized by their group's name being engraved on a plaque on the trophy.

All Campus Championship

The SLU All Campus Intramural Championship competition is open to all organizations and/or any group of individuals who wish to form a team. Teams must submit their roster by September 21 before 4:30pm (first and last names, W # and the team captain's phone number). There is a \$1 fee for registering a team. Teams may have up to 30 members and may add or delete players in January if a player or players do not come back to school in the spring. There must be at least 75% of the team taking part in both semesters for the team to be eligible for the Championship. This must be accomplished before 4:30pm on February 8th. No new names will be allowed after that date.

Male Greek & Female Greek Championship

The SLU Male Greek and Female Greek Championships are open to all recognized fraternities and sororities on the SLU campus. The purpose of this council is to encourage Greeks to become informed on Intramural sporting events and to oversee Greek competition. There is a \$1 fee to register each fraternity or sororities. Points will be awarded for each event and an overall champion will be declared for each school year.

Resident Hall Championship

The SLU Resident Hall Championships are open to all dormitories on campus. The purpose of this Championship is to encourage residents to become involved in Intramural sporting events. There is a \$1 to register a Resident Hall Team. All students on the team must live in the Residence Halls. Points will be awarded for each event and an overall champion will be declared at the end of each school year.

2. To vie for the awards, an organization must accumulate points based on a number of factors:
 - a. The level of participation by the organization (i.e. the more teams entered and /or the number of individuals from the team who participate will result in a higher number of points accumulated).
 - b. Not forfeiting contests. If you do not show up for a game your team will be penalized a severe number of points.
 - c. Adhering to established intramural policies, especially the code of conduct, and exhibiting good sportsmanship.
 - d. Assisting the Intramural Program by providing officials and scorekeepers from your organization.

3. Rules and Regulations

- a. All points accumulated by a team or individual shall be credited to his/her organization.
- b. If a person transfers from one organization to another during the year, all points previously acquired by that individual shall remain with the original organization.
- c. All activities are scored as "team events" under the participation point system. Some activities are organized on a league basis, while others are offered on a tournament basis.
- d. Points for co-recreational events will be divided among the male and female organization entering the team. If all members are from the same organization, then they will receive all points credited.
- e. The team captain, or a selected organization representative, is responsible for making sure that each team entered has its organization affiliation clearly indicated on the team entry form.
- f. Accumulated points totals will be posted two weeks after the completion of the event.
- g. Organization units may consist of any student, faculty or staff member of Southeastern Louisiana University provided they meet all eligibility requirements as outlined by this Handbook.

4. Points for each event are outlined in the event descriptions. Points are awarded on the following basis:

- a. Participation points: 5 points for each person attending each game,
- b. Forfeits: 10 to 50 deducted depending upon the event.
- c. Meeting points: 15 points awarded for attending captain's meetings. 15 points deducted for not attending captain's meetings.
- d. Officiating/Scorekeeping: 5 to 10 points will be awarded to each individual from an organization that works a game. Individuals must attend the official's clinic for the sport (if one is held) to be eligible to receive points. (Students getting paid to work the game do not receive points)
- e. Bonus points: Bonus points may be obtained for certain events. See event descriptions for details.
- f. Wins 10 points for a win 5 for going to overtime or a tie
- f. Campus championships: Points are awarded for overall place in an event. See event description for availability of points.

1 st place overall:	150
2 nd place overall:	75
3 rd place overall:	50
4 th place overall:	50

5. Points will be deducted for Handbook rule violations and/or acts of poor sportsmanship. Points are deducted based on the following:

- a. *Abuse of an official/supervisor: 150 points
- b. *Violation of Code of Conduct: 150 points
- c. *Use of an ineligible player: 150 points
- d. Failure to comply with other Handbook policies: 25 points

* Repeated violation will cause the point value to double. A third act will result in the organization being dropped from award consideration.

F. LCIRSA State Tournament

Campus Champions from Flag Football (men, women and corec divisions), Volleyball (men, women and corec divisions), Basketball (6 foot and under men's, men's and women's divisions) and Softball (men, women and corec divisions) may advance to compete against Campus Champions from other colleges and universities across the state.

ELIGIBILITY RULES

A. General Eligibility

1. All students, graduate and undergraduate, who are currently enrolled in the University (four semester hours or more) and paying student fees are automatically eligible to participate in all intramural activities and shall retain that status until they withdraw from the University or fail to comply with the intramural rules and regulations.

2. Students who are enrolled in less than four semester hours must pay a \$10 users fee to be eligible for competition.

3. The Intramural Office does not assume the responsibility for checking the eligibility of participants unless specifically requested to do so by an intramural captain. However, the Intramural Office reserves the right to investigate the eligibility of a member or members of a team. Spot Checks of Rosters will be done at the beginning of the season to make sure students are eligible to participate. All rosters will be checked before the quarterfinal round of playoffs begins. In addition Rosters will be checked before sending a team to LCIRSA Regionals.

4. When a student has participated for a particular team, he becomes a permanent member of that team throughout that activity. A student who is a member of two or more organizations cannot compete for both organizations in the same sport. (Exception: Co-Rec and either Men's or Women's.) However, he/she may compete for one organization in one activity, and the other organization in another activity.

5. If a student breaks his or her pledge with a fraternity or sorority, or changes residence, he/she may not compete for another organization, or as an independent, until a new activity has begun. The exception to this rule is for the All Around Competition.

6. Individuals who wish to play in a team sport and do not have enough to form a team may sign up as “free agents” in the Intramural Sports Office. The Coordinator of Intramurals may find a team in a league for them to play on or create a team among the free agents. However, no guarantees can be made for placement on a team.

7. Any team who is in need of players may contact the Intramural Sports Office for the “free agents” list to contact those individuals to participate on their team.

B. Current and Former Varsity Athletes Eligibility

1. A squad member of any current varsity sport is ineligible for intramural competition in that sport:

a. A squad member is a student who is listed on the eligibility roster on the opening day of competition or who is later added to the roster.

b. Baseball and Softball are synonymous as are track and cross-country, etc.

c. Athletes held out of competition (i.e. red shirts, transfers) are ineligible for participation.

2. Former intercollegiate athletes, upon completion of eligibility may play their respective sport. However, teams will be limited to only one ex-varsity player.

C. Professional/Semi Pro Eligibility

Any man or woman who has played professional or semi-pro athletics in a sport or its counterpart shall be ineligible for those activities in the intramural program.

D. Non-Student Eligibility

1. Non-Student Members of the Pennington Student Activity Center are eligible for participation.

2. However, non-student members are not eligible to play in the playoffs for flag football, volleyball, 5 on 5 basketball and softball.

E. Types of Ineligibility

1. Assumed Name:

A player competing under an assumed name will be barred from intramural competition for one year. Any team using an ineligible player shall forfeit all games in which the ineligible player participated. That team will also be removed from the all around competition for the rest of the year

2. University Status

A student must be enrolled in at least 4 semester hours to be eligible to play. Students enrolled in less than 4 semester hours must pay a \$10 user's fee to be eligible for competition. (Exception: Co-Rec; student and faculty/ staff spouses are eligible to compete).

3. Varsity Athletes

Current varsity athletes are ineligible for their particular sport and its counterpart.

4. Professional Athletes

Both current and past professional athletes are ineligible to play their particular sport and its counterparts.

5. Competing on two teams in one division

Players may compete with only one team per division. A player playing on two teams may be barred from future intramural competition and one or both teams he/she is playing for may be forced to forfeit the game (s) that he/she played in.

6. Not on Roster

Individuals playing in the playoffs who have not played in a regular season game and who are not on the roster are ineligible and will cause their team to forfeit.

F. Penalties for Eligibility Violations

1. Any team that knowingly uses an ineligible player or a person under an assumed name faces the possibility of having all of their games forfeited in the sport in which the violation occurred and the individual and team captain barred from intramural participation for the remainder of the school year.

2. The Coordinator of Intramurals will make all decisions of eligibility. It shall be understood that teams playing an ineligible player(s) will forfeit the game(s). All students participating in an event with the knowledge of an eligibility deception shall also be liable at the will of the Coordinator of Intramurals for suspension. This applies to players in both team and individual sports. If the Coordinator of Intramurals deems the violation sufficiently severe, he/she may declare the team or individual ineligible from further competition in Intramurals that semester, or until the department restores his/her/their eligibility.

ENTRY PROCEDURES, SCHEDULES, ROSTERS and TEAM CAPTAIN RESPONSIBILITIES

A. Entry Procedures

Entry forms must be completed and turned in at the Membership desk prior to the designated deadline date during regular office hours. Entry forms are available online at the Intramurals website. All forms must be turned in when payment is made at the membership desk. After the completion of the third week of a season Rosters will be closed. All fees must be paid prior to the entry. Forms and payment submitted after the entry deadline will be subject to space availability and carry a \$10 late fee.

1. Team, and Individual entry forms must include, a team name, a captain and the best way to reach them by phone, e-mail address, and a roster with W #'s and email addresses for everyone on the team. Team sport entry forms must also include the available playing times for their team. No one will be allowed to be added to a Roster on-site all roster additions/subtractions must be made through the Intramural Office prior to the add/ drop time.

2. The "free agent" program assists in helping individuals to become participants on teams or to find doubles partners for dual sports. If you have an interest in playing come by the Intramural Sports Office or email the Coordinator for Intramurals. "Free agents" are encouraged to attend the Captain's meeting for their activity.

B. Entry Fees

The entry fee is non refundable and goes to helping offset the cost of the program. If a team leaves trash on the field after their game, they may be fined from \$2.00 to \$8.00 for failing to pick up after themselves.

For any sport, the entry fee is \$10.00 per player on your roster. All fees are due at the time of the captain's meeting. Any player that is added to the roster AFTER the captain's meeting will have a fee of \$15.00 in order to play. Participants cannot be added to the roster after the first day of play.

C. Schedules

Schedules will be made available to ALL individuals. Schedules may be viewed online at the Intramural Sports web page (through EZ Scheduler) or during hours that the Recreation Center is open on one of the bulletin boards in the Pennington Center. The Recreational Sports & Wellness Department WILL NOT be responsible for sending out schedules or notifying all captains of schedule changes unless changes affect their team. Game times and locations will not be given out over the phone. Changes in the schedule must have the approval of both team Captains, space and officials must be available for the change.

Notifications concerning rainouts and delayed game times can be heard at the Intramural Info Line at 985-549-4144.

D. Team Captain Responsibilities

A team captain must represent each team. Team captains provide leadership and serve as a liaison between the intramural sports staff and the team. His/her responsibilities include but are not limited to:

1. Read and understands the rules and policies in this Handbook as they pertain to his/her team's participation.
2. Attend all meetings pertaining to his/her team's activity. (See Section E)
3. Enter team in competition and pay all fees associated with his/her sport.
4. Promote interest in the current sport.
5. Check schedules and notify team members of date, place and time of games.
6. Promote all intramural activities among his/her team.
7. Be knowledgeable of all playing rules governing the sport in which they participate and see that all members of team understand rules, policies, and regulations.
8. Enter line-up on appropriate score sheets and keep updated roster on file in the Intramural Office. Print first and last name and W # on the players that will participate in the contest.
9. Assist in the recruitment of officials.
10. Promote sportsmanship
11. Assist the intramural staff and officials with the enforcement of the "Code of Conduct" by assuming responsibility for the conduct of team members and spectators before, during and after all intramural contests.
12. Ensure that all individuals on his/her team are eligible for participation in accordance with eligibility rules.
13. Assist the intramural staff by evaluating their sport. This will ensure progress towards the future enjoyment for all participants.

E. Team Captain's Meetings

Team captains' meetings are held prior to the beginning of each sport, league or tournament. Meetings are held for the purpose of information dissemination, rules review, discussion of schedules answering questions, and receiving feedback and input from participants. Each team is **required** to have a representative at these meetings. Teams without a representative will forfeit their right to protest a game during the season. Teams will be assigned a forfeit in the standings, and have one loss recorded against them.

CODE OF CONDUCT

A. Policy

The following Code of Conduct represents policy for persons participating in programs administered by the Recreational Sports and Wellness Department Staff or persons using facilities managed by the Department. It applies to participants, coaches, instructors, team managers, organizations and spectators. Any organization or individual violating the intent of the policy may be restricted from participating in programs and/or use of Department facilities.

B. Code of Conduct

The following Code of Conduct binds all players, coaches, instructors, team managers, organizations and spectators participating in the Recreational Sports and Wellness Department.

1. The Southeastern Louisiana University *Student Handbook* is the governing document for all students, faculty and staff. Violation of any policy could result in disciplinary sanctions by the University, including dismissal from the University.
2. A player or spectator will be ejected from a game or prevented from participating/spectating for being under the influence/consuming of alcoholic beverages/drugs at the game site or prior to the game. The decision to eject a player/spectator will be made by the game officials or intramural staff. The decision will be based on judgement and will not be considered grounds for a protest. Individuals will be referred to the Judicial Board for further action.
3. It is the responsibility of team members to cooperate with game officials in controlling spectators and team followers. A contest will be forfeited if in the opinion of the game officials such cooperation is not evident.
4. Good sportsmanship conduct by participants towards the opposition, officials, spectators and intramural staff is mandatory. The Department Professional Staff shall have the authority to administer disciplinary action to individual players, coaches, instructors, managers, and/or spectators for unsportsmanlike conduct.
5. Good sportsmanship will be observed in all Recreational Sports and Wellness Department events. Respect for players, coaches, managers, officials, intramural staff and spectators are essential for good competition and fair play.

C. Violations and Penalties

1. The following unsportsmanlike behavior shall result in ejection from an intramural contest:
 - a. Verbal abuse and/or threatening behavior to a member of the opposing team, spectator (s), intramural official, and/or staff member. Abuse may be verbal or non-verbal.
 - b. Any inappropriate physical contact with a member of the opposing team, spectator(s), intramural official, and/or staff member.
 - c. Multiple unsportsmanlike technical fouls or penalties (see individual sport's rules).
 - d. Uncooperative in providing information requested by an official or staff member.

- e. Persistent infringement of the spirit and intent of the game rules.
 - f. Evidence of use of alcohol/drugs prior to, during, or after participation.
2. Ejection from an intramural contest for unsportsmanlike conduct will result in an automatic two game suspension from further intramural participation. An ejected individual shall remain suspended from all intramural activities until he/she meets with the Coordinator of Intramurals and fills out an Unsportsmanlike Conduct Questionnaire. In addition while suspended a player/captain is not to be on the same premises as this will be cause for further disciplinary action.
3. Violations of the "Code of Conduct" may be penalized as follows:
- a. Forfeiture: game(s) in which the violation(s) occurred may be declared a loss by forfeit.
 - b. Warning: formal notice of the violation, no penalties imposed. The individual/team/organization must take corrective action following the warning.
 - c. Probation: formal notification of the violation may result in penalties. The individual/team/organization will be placed on probation for a designated period of time. Further violations may result in suspension.
 - d. Suspension: as a result of serious, intentional or repeated violation, the individual/team/organization may be declared ineligible for intramural participation.
 - e. Expulsion: an individual/team/organization may be prohibited for participation in all Recreational Sports and Wellness Department activities and/or from use of department facilities.

The extent and terms of disciplinary action taken by the intramural sports staff will depend upon the nature and severity of the violation as well as any history of previous violations. The duration of the penalty may vary in length from two games to up to one year or more.

- 4. The penalized individual/team/organization may appeal the decision in accordance with the established appeal procedures in this handbook.
- 5. The Coordinator of Intramurals reserves the right to suspend any participant or team from intramural competition for conduct, behavior, or attitude that he/she perceives as interfering with the orderly conduct of intramural activities and/or the safety of the participants.

FORFEITS, DEFAULTS, POSTPONEMENTS and PROTESTS

A. Forfeits

1. In activities where officials are provided, teams failing to appear at the playing area with the minimum starting lineup within 10 minutes after the scheduled playing time shall forfeit the contest to their opponents. When neither team complies with this requirement, a forfeit shall be recorded for both teams. Minimum starting lineups are indicated in the rules of each activity.
2. In activities where officials are not provided, the team or individual present may, after waiting ten minutes past the scheduled game time, claim a win by reporting the forfeit to the Intramural Sports Office.
3. Individual or dual tournament contests not completed or the score not reported to the Intramural Sports Office by the scheduled contest deadline will be declared a forfeit for both of the individuals or teams involved.
4. Individual or dual tournament individuals who find it necessary to forfeit should notify the Intramural Sports Office as far in advance of the scheduled contest as possible to prevent the other team or individuals and officials from showing up unnecessarily and also to reduce program expense.
5. Teams or individuals must appear at the site of play to claim a forfeit, unless the Intramural Sports Office prior to the scheduled contest has declared the forfeiture.
6. On the entry date of team sport a \$50.00 entry fee will be collected from each team. If one game is forfeited, the team may still be eligible for competition. A second forfeit will eliminate the team from further competition in that event.
7. Officials and/or Supervisors are required to declare a contest forfeited when an individual or team displays flagrant poor sportsmanship ("Code of Conduct"), is involved in an altercation, or departs from the site of competition prior to the completion of the contest. In each case, that team or individual will immediately be suspended from further competition in that event. The team or individual may appeal that decision in writing to the Coordinator of Intramurals. The appeal must be filed by 5:00pm on the following school day or it will not be considered. Intramural protest/appeal forms are available in the Intramural Sports Office.
8. Forfeited contests will generally not be rescheduled.

B. Defaults

1. If a special problem or conflict arises that will prevent a team or individual from playing a regularly scheduled contest, it is possible to avoid the penalties associated with forfeiting by requesting that the contest be declared a default.
2. In order for a game to be declared a default, the team captain or individual must contact the Intramural Sports Office by 5:00pm the day before the scheduled game.
3. A default will count as a loss for the team or individual defaulting and as a win for the opponent.
4. A team may default one game in league play. Additional defaults will be considered forfeits.
5. One default will not eliminate a team from league play but will be taken into consideration for playoff seeding.

NOTE: To avoid a forfeit or default please see Postponements, Section C below.

C. Postponements

Games may be postponed only by consent of the Coordinator of Intramurals. Requests for a change in schedule must be made at least 24 hours prior to the scheduled contest.

1. A team or individual wishing to reschedule a contest must:
 - a. Fill out a reschedule form
 - b. Contact the Intramural Sports Office to obtain a list of available reschedule times.
 - c. Contact the opponent. If the opponent is willing to reschedule, a mutually convenient date/time must be agreed upon.
 - d. Confirm the agreed upon rescheduled time with the Intramural Sports Office. Both team captains must contact the Intramural Sports Office to confirm.
2. If a postponement request is approved, the game must be played at the new time, date and site. Failure to play at the rescheduled time will result in a loss by forfeit (see Section A above) for the team, teams or individuals involved.
3. All rescheduled games must be played before the end of the last week of league competition.
4. Decisions to postpone playoff games will rest solely with the Intramural Sports Office.

D. Protests - General Information

1. Protest **will not** be considered if they are based solely on a judgment decision of an official.
2. Protests that shall be considered concerning matters of the following type:
 - a. Misinterpretation of a playing rule
 - b. Player eligibility
3. All protests must be filed with the Coordinator of Intramurals by the team captain (for team sports) or individual participant (for individual and dual sports) on an official protest form. Forms may be obtained online at the Intramural Sports Website. Only written protests will be accepted. A protest fee of \$10.00 must accompany each protest. If the protest is upheld, the protesting team or individual will receive a refund upon presentation of their receipt. If the protest is denied, the protest fee will not be refunded. Teams or individuals may only file protests against those teams or individuals with whom they have had direct competition.
4. Questions of eligibility may be protested throughout the intramural season or tournament. Those intending to protest possible ineligibility are encouraged to state their intent prior to the start of any game. It is the responsibility of the protesting team or individual to prove participant ineligibility. If the team in question is using or is found to be attempting to use an ineligible player the game may be played but it is over at the time the protest is made and the ineligible player is attempting to play. (i.e. because team A has called team B on an ineligible player, and was successful in their appeal in the eyes of the Officials and/or Intramural Director, before the game starts team B may not say, "We just won't play him tonight;" the Game is over and Team A is declared victor) A scrimmage that does not count toward standing may be played with eligible players at this time.

5. Misinterpretation of playing rule protests:

- a. Officiated game: A protest regarding possible playing rule misinterpretation must be registered verbally with the official and the game supervisor at the time of the incident and recorded on a protest form.

The game may continue, if proper rule interpretations can be agreed upon by both team captains and the official(s). The agreement must be indicated on the back of the score sheet and signed by the team captains and the official(s). Following the agreement, the result of the game will be final and neither team will be allowed to file a protest on the rule misinterpretation in question.

If the interpretation cannot be clarified or agreed upon, the game will continue under protest. Both team captains should make certain that the officials or game supervisors records specific game information at the time the protest is registered. The information must include score, players involved, time remaining and other game situation details pertinent to any further decisions that would allow the game to be continued from the point of protest.

A written protest form must be completed and filed in the Intramural Sports Office prior to 3:00pm on the school day following the contest during league play and by 10am the day following any playoff game. In the semi-finals and finals the decision on the spot of the Intramural Coordinator are final.

- b. Non-Officiated game: In cases where officials are not assigned to a game, the players are responsible for the conduct of the game. If an individual or team questions or protests a rule interpretation, the game should immediately be stopped and the grievance brought to the attention of the opponent. If they cannot come to an agreement, they must contact the Coordinator of Intramurals for a ruling prior to continuation of play. If the game is completed, the final score is official and no protest will be considered.

E. Protest Hearing and Rulings

1. The Coordinator of Intramurals will rule on eligibility protests, administration errors and rule misinterpretation protests when they are obvious and not contested by either team or by the individual(s) involved.

2. The game supervisors may rule on protests regarding rule misinterpretations at the time of the occurrence. If the interpretation cannot be clarified or agreed upon, the game will continue under protest.

3. Protests that are contested or involve situations that are **not** specifically covered by this Handbook or the Specific Sports Rulebook shall be heard by the Coordinator of Intramurals and the Director of Recreation.

4. Decisions by the Coordinator of Intramurals may include, but are not limited to, the following:

- a. Eligibility Protest: The penalty for ineligible participation shall be forfeiture of all games/contests in which the ineligible person participated. In addition, the team captain(s) for the team(s) will be suspended for two games plus further action the Coordinator of Intramurals may deem appropriate. During playoffs, a team in violation will be dropped from further competition in that event.

- b. Rule Misinterpretation Protest: When rule misinterpretation is involved, all officials for that game shall be required to file a written report and may be asked to attend a hearing.

- c. The decision rendered on a protested game shall result in one of the following:

1) The protest is considered to be invalid and the game score stands as played.

2) When a protest is determined to be valid because of the misinterpretation of a playing rule, the decision will be corrected and the game shall be replayed from the point at which the incorrect decision was made.

F. Protest Appeals

If new evidence is presented that may have a bearing on a previous protest decision, following these rules may make an appeal:

1. An appeal must be made within 48 hours of the next game during the regular season. A playoff contest appeal must be made within two hours after the initial protest decision has been announced.
2. An appeal must be made in writing to the Coordinator of Intramurals. Protest/Appeal forms are available on the Intramural Department Website.
3. Only the captain of the appealing team can file the appeal.
4. A team involved in a protest shall be represented by the team captain and the individuals involved.
5. If eligibility is involved in the appeal, those in question may not participate until a final decision has been rendered.
6. Rule misinterpretation and eligibility decisions made by the Intramural Director and/or Director of Recreational Sports shall normally be final. However, individuals/teams may take a final appeal to the Director of Recreational Sports and Wellness if new evidence warrants further review.

EVENT DESCRIPTIONS

FALL SEMESTER

Intramural Events

Flag Football Leagues

An eight-week league open to men, women, and CoRec teams. Teams compete in regular season games over a six-week period. All teams without a forfeit will enter a single elimination playoff tournament. Men and women's teams consist of 7 players on the field per team and corec teams consist of 8 players (4 men, 4 women) per team. A maximum of 15 players are allowed per team. Playoff Champions will receive Intramural Champion T-shirts. Champions from each division will advance to compete in the Louisiana State Tournament.

Entry fee: \$10.00 per player

Entry deadline: Thursday, September 3rd, 8:00pm

Play begins: Tuesday, September 8th

Points System Info

Participation: 50 points per game

Forfeit: -100 points per game

Officials: 10 points per game

Scorekeepers: 5 points per game

Campus Champions points available

Volleyball

A six-week league open to men, women, and CoRec teams. Teams compete in six regular season games over a three-week period. All teams without a forfeit will enter a single elimination playoff tournament. Men and women's teams consist of 6 players on the court per team and corec teams consist of 6 players (3 men, 3 women) per team. A maximum of 10 players are allowed per team. Playoff Champions in the league will receive Intramural Champion T-shirts. Champions from the men's, women's and corec divisions will advance to compete in the Louisiana State Tournament.

Entry fee: \$10.00 per player

Entry deadline: Thursday, September 16th, 8:00pm

Play begins: Monday, September 21st

Points System Info

Participation: 50 points per game

Forfeit: -100 points per game

Officials: 10 points per game

Scorekeepers: 5 points per game

Campus Champions points available

Indoor Soccer

A six-week league open to men, women, and CoRec teams. Teams compete in six regular season games over a three-week period. All teams without a forfeit will enter a single elimination playoff tournament. A maximum of 12 players are allowed per team. Playoff Champions in the league will receive Intramural Champion T-shirts. Champions from the men's, women's and CoRec divisions will advance to compete in the Louisiana State Tournament.

Entry fee: \$10.00 per player

Entry deadline: Thursday, September 16th, 8:00pm

Play begins: Monday, September 21st

Points System Info

Participation: 50 points per game

Forfeit: -100 points per game

Officials: 10 points per game

Scorekeepers: 5 points per game

SPRING SEMESTER

Intramural Events

5 on 5 Basketball

A seven-week league open to Open men, 6 foot and under men, and women's teams. Teams compete in games over a five week period. All teams without a forfeit will enter a single elimination playoff tournament. A maximum of 10 players are allowed per team. Playoff Champions will receive Intramural Champion T-shirts. Champions from the Open men, 6 foot and under, men and women's division will advance to compete in the Louisiana State Tournament.

Entry fee: \$10.00 per player

Entry deadline: TBD

Play begins: TBD

Points System Info

Participation: 50 points per game

Forfeit: -100 points per game

Officials: 10 points per game

Scorekeepers: 5 points per game

Campus Champions points available

Softball

A seven-week league open to men, women, and co-rec teams. Teams compete in games over a five-week period. All teams without a forfeit will enter a single elimination playoff tournament. Women and men's teams consist of 10 players on the field per team and Co-Rec teams consist of 10 players (5 men, 5 women) per team. A maximum of 15 players are allowed per team. Playoff Champions will receive Intramural Champion T-shirts. Champions from each division will advance to compete in the Louisiana State Tournament.

Entry fee: \$10.00 per player

Entry deadline: TBD

Play begins: TBD

Points System Info

Participation: 50 points per game

Forfeit: -100 points per game

Officials: 10 points per game

Scorekeepers: 5 points per game

Campus Champions points available

Indoor Soccer

A six-week league open to men, women, and CoRec teams. Teams compete in six regular season games over a three-week period. All teams without a forfeit will enter a single elimination playoff tournament. A maximum of 12 players are allowed per team. Playoff Champions in the league will receive Intramural Champion T-shirts. Champions from the men's, women's and CoRec divisions will advance to compete in the Louisiana State Tournament.

Entry fee: \$10.00 per player

Entry deadline: TBD

Play begins: TBD

Points System Info

Participation: 50 points per game

Forfeit: -100 points per game

Officials: 10 points per game

Scorekeepers: 5 points per game

NOTES

Event: _____ **Date:** _____ **Court/Field:** _____ **Time:** _____

TEAMS INVOLVED

Protesting Team:

Captain:

Phone:

T/O Remaining:

Captain's Explanation of Protest:

Team B Captain's Rebuttal (if necessary):

DETAILS

(FB, BB) Half:

Time Remaining:

How and where is the ball to be put into play:

Official's Comments:

Supervisor's Comments:

Outcome:

INTRAMURAL TEAM CAPTAINS AGREEMENT

(Please Print)

Name _____

W# _____

Sport _____

Team Name _____

My signature below signifies that I have read and understand the Guidelines for Participation, Team Captain's Responsibilities, Code of Conduct, and rules governing the sport for which (I) my team is participating. It also signifies my attendance at the Mandatory Captains meeting and everything discussed at that meeting.

I understand that as Captain of my team I am responsible for the behavior of my team and that the negative actions of any member of my team could lead to the whole team being disciplined/dropped from the League. I have educated and informed my team members of these regulations and we agree as a team to abide by these rules set forth by the Department of Intramurals at Southeastern Louisiana University.

Signature

Date

