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**The Assistant Director of Intramural Sports, Intramural Sports Coordinator, and the Recreational Sports Department may adjust the policies and procedures contained within this manual at their discretion.**
NEW POLICY CHANGES FOR 2016-2017

Intramural Membership System
Starting with the 2015-2016 Intramural Sports season, all individuals wishing to participate in Intramural activities (except for Pickem contests) must be an Intramural Member. Teams will no longer pay a registration fee for any Intramural activity. There will be 2 membership options:

1. **Full Membership ($20)** – May participate in all team sports or singles/doubles activities.
2. **Individual/Dual Membership ($5)** – May participate in only singles/doubles activities.

**Memberships are active for the entire 2015-2016 academic year. Free agents will not be charged a fee to register for that activity but must have a Full Membership to play.**

Any student or employee currently affiliated with Virginia Tech is eligible to purchase an Intramural Membership. This includes Campus Ministry, Visiting Scholars, VCOM, Vet Med, and CRC Employees with Virginia Tech IDs. Also, any Recreational Sports Long Term Guests (except Dependents) are also eligible to purchase a membership. Alumni are not eligible to purchase the Intramural Membership unless they fall into one of the previous categories mentioned. Memberships can be purchased online (Intramural Sports Activity Registration). To complete your purchase of an intramural membership, you will be required to watch an online video presentation covering the basic policies of the program.

Adding Players to a Roster
To encourage participation with the new membership system, teams will be allowed to add players to their roster throughout an activity season, as opposed to the 2-game time period used in the past. In order to be added to a roster, players must check in prior to a game by presenting a valid ID to an Intramural Staff Member. Participants will still be restricted to playing on only 1 team within a division (i.e., Men’s, Women’s, CoRec, or Open). Players may remove themselves from a team and be added to another team, but must do so either prior to playing with the second team or within 7 days of playing with the first team, whichever comes first.

If an individual participates for a team during the regular season without having paid for a Full Membership, he or she will have until midnight on the 2nd day after playing to register and pay for a Full Membership. If the individual does not purchase the membership by that time, the team will forfeit the game in which the individual played, resulting in the team owing a $20 Forfeit Reinstatement Fee. This fee must be paid by midnight the 4th day after the individual played, or the team will be removed from the league. This fee can only be paid online (Intramural Sports Activity Registration). During playoffs, an individual wishing to participate for a team must have a Full Membership prior to playing. Any individual wishing to participate in activities that are only played during one weekend (i.e., Preseason Basketball or Preseason Flag Football) must have a Full Membership prior to playing any games in that activity.

Any individual wishing to participate in a Singles and/or Doubles activity who has not paid for either the Full Membership or Individual/Dual Membership will be allowed to register but will not be allowed to participate until a membership is purchased.
Forfeit Policy

In the past, team captains have paid an entry fee along with a $20 forfeit bond that was refundable as long as the team did not forfeit out of the league during the sport season. With the Intramural Membership System, there will no longer be an entry fee, nor will a forfeit bond be collected at the time of registration. Failing to show for a game or not having enough players to play by the end of the grace period outlined below will result in a forfeit. If a team forfeits during regular season play (or during Beginner league playoffs for 9-on-9 Soccer, Volleyball, Flag Football, 5-on-5 Basketball, Innertube Water Polo, Indoor Soccer, or Softball), they will have until midnight on the 2nd day after the forfeit to pay a $20 Forfeit Reinstatement Fee. Failure to pay the fee by the deadline will result in removal from the rest of the season. The fee can only be able to be paid online (Intramural Sports Activity Registration).

Since teams are allowed to add players throughout an activity season and non-members are allowed the opportunity to play regular season games prior to paying a membership fee, there will no longer be an option for teams to default a game. Any team that does not have enough players available to play at game time will be given a 10-minute grace period to gather enough players to begin the game. The game clock will start at the scheduled game time for those activities governed by time and play will begin once each team has the required number of players to start the game. The game will continue with whatever time is left for the game. After the grace period has passed, the game will be ended due to forfeit if either or both teams do not have the required number of players. As an example, for 9-on-9 Soccer we play two 20 minute halves. If Team A only has 4 players at game time and Team B has the required 9 players, the game clock will start but play will not begin. If after 3 minutes of the grace period the other 5 players for Team A arrive and get checked in, play will begin with only 17 minutes left in the first half. A full 20-minute second half would be played.

If a team has the required number of players to play at game time but their opponent does not, they will be awarded points to start the game according to the guidelines below; if the game ends as a forfeit, the score will be as listed below:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Men’s/Women’s</th>
<th>CoRec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer (9-on-9 and Indoor)</td>
<td>3-0</td>
<td>7-0</td>
</tr>
<tr>
<td>Innertube Water Polo</td>
<td>6-0</td>
<td>16-0</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>6-0</td>
<td>16-0</td>
</tr>
<tr>
<td>Softball, Kickball, Wiffleball</td>
<td>10-0</td>
<td>10-0</td>
</tr>
<tr>
<td>Volleyball and Wallyball</td>
<td>19-0 (1st Game)</td>
<td>19-0 (1st Game)</td>
</tr>
<tr>
<td>Basketball (Freshman, 3-on-3, 5-on-5)</td>
<td>19-0</td>
<td>25-0</td>
</tr>
<tr>
<td>Flag Football</td>
<td>19-0</td>
<td>25-0</td>
</tr>
</tbody>
</table>

Minimum Game Policy

Since teams are not paying a team registration fee, teams will no longer be guaranteed a certain number of games. Additionally, there will no longer be a refund provided to teams that do not play a certain number of games. Membership refunds will only be considered for individuals who participate one time or less due to major injury/illness or withdrawal from school. These situations will be handled on a case by case basis. Please contact the Intramural Office for questions regarding refunds.
Mercy Rule Guidelines

If a team is losing with 2 minutes remaining in the game (except for Softball, Kickball, Wiffleball) by the following differential, the game will be ended due to mercy rule:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Men’s/Women’s</th>
<th>CoRec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer (9-on-9 and Indoor)</td>
<td>3 points</td>
<td>7 points</td>
</tr>
<tr>
<td>Innertube Water Polo</td>
<td>6 points</td>
<td>16 points</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>6 points</td>
<td>16 points</td>
</tr>
<tr>
<td>Basketball (Freshman and 5-on-5)</td>
<td>19 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Flag Football</td>
<td>19 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Softball, Kickball, Wiffleball</td>
<td>20 runs after 4 innings</td>
<td>15 runs after 5 innings</td>
</tr>
</tbody>
</table>

**For more information on the above policies, please see the section relating to that content in this manual or the sport information sheet for sport-specific information.**
Concussion Policy

According to a 2012 Consensus Statement on Concussions\(^1\), a concussion is a “...brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces...caused either by a direct blow to the head, face, neck, or elsewhere on the body with an ‘impulsive’ force transmitted to the head.” Concussions often result in the impairment of normal brain function and may be accompanied by the following signs or symptoms\(^2\):

- Headache or feeling of pressure in head
- Temporary loss of consciousness
- Confusion or feeling as if “in a fog”
- Amnesia surrounding the event
- Dizziness or “seeing stars”
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue

Given the neurological impairment, experts recommend that athletes with a suspected concussion not return to play until evaluated by a health care professional with training in concussion diagnosis and management. Additionally, an individual that experiences concussion-like symptoms should be aware of the development of new symptoms or worsening of existing symptoms. In such cases, the individual should seek medical attention if he or she experiences any of the following “red flags”\(^3\):

- Headaches that worsen
- Neck pain
- Unusual behavior change
- Weakness/numbness in arms or legs
- Drowsiness (cannot be awakened)
- Repeated vomiting
- Neurologic signs (e.g., bruising)
- Change in state of consciousness
- Can’t recognize people/places
- Increase confusion or irritability
- Slurred speech
- Seizures

Given the severity of concussions, an individual exhibiting signs, symptoms, or behaviors consistent with sport-related concussions will be removed from participation and not allowed to play for the remainder of the day (includes later games in the case of a double header). VT Rescue will be notified of the situation and asked to respond to provide medical attention.

Participants should be cleared by an appropriate health-care professional experienced with concussion diagnosis and management prior to participating in intramural activities. However, a medical professional may not clear a player on site (e.g., teammate or spectator, regardless of education and expertise, may not approve the participant to play). In no circumstance should an individual suspected of having a concussion be allowed to leave the playing site without assistance.

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1 Consensus statement on concussion in sport: the 4th international Conference on Concussion held in Zurich, November 2012
2 “Concussion” – Mayo Clinic
3 “Concussion Resources for Coaches and Athletic Trainers” – Sports Concussion Institute
4 “Suggested Guidelines for Management of Concussion in Sports” – National Federation of State High School Associations
FREQUENTLY ASKED QUESTIONS

1. **How do I purchase a membership or register for an activity?**

All membership and team registrations are completed online at the [Intramural Sports Activity Registration Page](#).

2. **What does my membership allow me to play?**

There are two memberships that you may purchase, a **Full Intramural Membership** and a **Singles/Doubles Membership**.

The **Full Membership** ($20) allows you to participate in any team sport or singles/doubles activity throughout the entire year.

The **Singles/Doubles Membership** ($5) allows you to participate in any singles/doubles activity throughout the entire year (team sports excluded, even if you sign up as an individual needing a team).

3. **Who can purchase an intramural membership?**

Any student or employee currently affiliated with Virginia Tech is eligible to purchase a membership. This includes Campus Ministry, Visiting Scholars, VCOM, Vet Med, and CRC Employees with Virginia Tech IDs. Recreational Sports Long Term Guests (except Dependents) are also eligible to purchase a membership. Alumni are not eligible to purchase the Intramural Membership unless they fall into one of the previous categories mentioned.

4. **Why do I have to watch a video for my membership or team registration?**

Online videos are the most effective way for us to communicate important policies and guidelines with our 8,500+ participants and will help you make the most of your intramural experience. The sport videos contain sport-specific information such as the sport rules, where games are played, the number of players needed to avoid a forfeit, etc.

5. **Where do I find information about rules, round robins, challenge ladders, and playoff brackets?**

For all sports and activities, this information can be found under the sport listings on our website. First, click on the “Sports” link and select your activity (e.g., Golf). Then you’ll need to click on your specific league (e.g., Golf Singles).

The following information is listed under the “**Info & Forms**” section:

- Captains information sheet (rule and sport policies)
- Captains meeting link (links to preseason videos)
- Number of players link (team sports only)
- Playoff conflict sheet link (team sports only)

The following information is listed under the “**Schedules / Results**” section:

- Round robin schedules
• Game schedule (current day’s games and previous day’s results)
• Team rosters (updated daily)
• Challenge ladders (singles/doubles activities only)
• Results submission link (singles/doubles activities only)

For each sport, the following information is listed under the “Playoff Brackets” section:
• Playoff brackets for each division

6. **I want to register for a team sport but don’t have a team, what should I do?**

For most of our team sports (non-USOA events), participants can register as Individuals Needing a Team (“free agents”). At the end of registration, all free agents are put on a free agent team. If there are not enough individuals to create a full team, we will contact team captains to see if any teams are in need of more players. Registering as free agent is only for those participants who do not have a full team already.

When registering, you are given an option to list up to four people that you would like on your team. To be placed on a team with those individuals, they must also register as a free agent.
INTRAMURAL SPORTS MISSION STATEMENT

It is the mission of the Intramural Sports Program under the Department of Recreational Sports at Virginia Tech to provide a wide range of individual and team activities at both a competitive and a recreational level to students, faculty, staff, and other members of the university community. Our purpose is to provide exercise, recreation, and fun to our participants in a relaxed, yet structured environment. Intramural sports are a crucial element of the student life experience because they promote and reinforce teamwork and personal accomplishment, mutual respect and integrity, competition and recreation, as well as skill and exercise. Everyone is encouraged to play to the best of their abilities; however, a win-at-all-costs attitude is inappropriate and strongly discouraged. The genuine value of Intramural Sports comes from the opportunity to participate, not from winning.

DIVERSITY

The Intramural Sports Program aims to create an environment in which all members are treated with dignity and respect in the spirit of Virginia Tech’s motto *Ut Prosim* (That I May Serve). Diversity refers to the fact that our community is comprised of many individuals, each having unique attributes based on a variety of social, physical, and cultural characteristics including, but not limited to:

- Age
- Class
- Disability
- Ethnicity
- Gender
- Marital status
- National origin
- Political affiliation
- Race
- Religion
- Sexual orientation
- Veteran status

The changing composition of our larger society demands that Virginia Tech prepare its students for life, leadership, and cultural literacy within an increasingly diverse society. The existence of diversity within the Virginia Tech community provides us the opportunity to discover ways to integrate individuals and groups of all backgrounds into the larger community. In doing so, we must learn to respect the values and uniqueness of each while still advancing Virginia Tech in its traditional activities of instruction, research, and public service.
SPORTSMANSHIP

As stated in the Intramural Sports Mission Statement, our purpose is to provide exercise, recreation, and fun for our participants in a relaxed, yet structured environment. Therefore a team sportsmanship rating system has been developed to encourage proper sporting behavior during all Intramural contests.

Throughout round robin play, teams must have a minimum average sportsmanship rating of 3.0 to be eligible for the playoffs. Teams that receive below a 3.0 average for any game during the regular season may be required to meet with the Intramural Sports Coordinator or Graduate Assistant(s) to be eligible to play their next contest. If a game is not completed due to any sportsmanship-related incidents, the sportsmanship rating earned will stand regardless of whether or not the game is official. During playoffs, teams must have an average sportsmanship average of 3.0 or better in each game to advance. If a team receives below a 3.0 average in any playoff game, they will be removed from the playoffs and may be replaced by the opposing team. If neither team receives a 3.0 rating, both teams will be removed.

After each game, teams are given a sportsmanship rating by the opposing captain, game officials, scorekeeper, and supervisor. To be consistent, the only ratings that will affect a team’s sportsmanship average are those provided by the intramural staff. The following rating system is used as a guideline:

“5” Excellent Sportsmanship: Players cooperate fully with opponents and officials; captain calmly converses with officials and has full control of his/her teammates.

“4” Good Sportsmanship: Team members display minor disagreement or unsporting behavior; teams with an unsportsmanlike penalty/foul are not eligible to receive a rating higher than a “4” for that game; a team wins by forfeit.

“3” Average Sportsmanship: Team members display disagreement and unsporting behavior toward officials and/or opponents; teams with 2+ unsportsmanlike penalties/fouls are not eligible to receive a rating higher than a “3” for that game.

“2” Poor Sportsmanship: Team members display a serious lack of control and continuously show unsporting behavior to officials and/or opponents from the field/sidelines; captain has little or no control of team; team must have received at least one unsportsmanlike penalty/foul to receive a “2” or below; a team forfeits a game; teams with an unsporting ejection cannot receive higher than a “2” rating.

“1” Unacceptable Sportsmanship: Captain has no control over team, resulting in an ejection; team is completely uncooperative; a team that causes a game to be forfeited – other than by not showing – may receive a “1” rating.

“0” Team Disqualification/Forfeiture of the Game: Player(s) or coach(s) ejected for abuse against a staff member or opponents; team is disqualified for unsportsmanlike acts before, during, or after the game.
BEING A GOOD TEAM CAPTAIN

Recruitment
Many people on campus want to participate in intramural sports but are unaware of how to get involved. You can introduce those individuals to the Intramural Sports Program by including them on your team. As a captain, you should ensure that everyone participating for your organization or team is eligible and has purchased an Intramural Membership. Also, ensure nobody on your team is also playing for another team within the same division and sport.

The Intramural Sports Program offers the opportunity to enjoy friendly competition, healthy exercise, and interaction with diverse groups of individuals. Use this opportunity to get involved and get others involved.

Organization
During the regular season, game times do not change and teams should expect to play at the same time every week for major team sports. However, during the playoffs, teams may play on back-to-back days. For outside sports, games may be cancelled due to weather on the day of the game. Thus, it is important for captains to be able to contact their teammates. We suggest that all captains maintain an organized list of team players with the following information: player names, email addresses, and telephone numbers.

Communication
As a captain, the most important job as the leader is communicating with your teammates. It is up to you to encourage team members to know the policies and procedures of the Intramural Sports Program. If necessary, inform team members of any special rules that may apply for your particular sport. We suggest frequent communication among team members so you know which team members will be present for each contest. Finally, we ask that you are willing to communicate on a regular basis with the Intramural Sports Office. We encourage your feedback as we continue to make our Intramural Sports Program one of the best in the country!
CAPTAIN RESPONSIBILITIES

1. Submit all team registration information by the specific deadline by going to http://recsports.vt.edu/intramurals and clicking Register Online.

2. Represent your team by viewing all required preseason videos by the deadline in order to be scheduled into the league. In rare circumstances, you may be asked to represent, or ensure the team is represented, for in-person preseason meetings, meetings to discuss sportsmanship incidents, and/or protest situations.

3. Inform team members of game time and location for all scheduled contests and of the need to show up at least 15 minutes prior to game time to keep games on schedule. Remember...Game time is forfeit time!

4. Ensure all team members meet the eligibility requirements for participating in intramural activities and have purchased an Intramural Membership.

5. Ensure all team members are checked into the game and added to the team roster. It is your responsibility to verify your team’s roster with the supervisor on duty or by checking the roster email sent the day after your game.

6. Notify all team members that they must present a valid Virginia Tech ID prior to participation as verification of their eligibility to participate in intramurals. Remember...No ID, No Play!

7. Act as a team representative when discussing rule interpretations and player eligibility with the intramural staff. All participants are expected to refrain from intimidating or abusing (verbally or physically) intramural staff, opponents, or spectators.

8. Be familiar with rules, schedules, policies, and procedures of the Intramural Sports Program and pass important information along to all team members. This manual can be accessed by going to http://recsports.vt.edu/intramurals, clicking on Policies, then selecting Policy and Procedure Manual.

9. Complete and submit any necessary paper work required related to team participation in intramural activities (e.g., playoff conflict sheets, protest forms).

10. Check the web site daily to verify schedules, results, and important information. Report any discrepancies in information to the intramural staff immediately.

11. Inform, educate, and stress the importance of sportsmanship to all players and spectators affiliated with your team.

12. Work with Intramural Sports staff to ensure a safe and fun intramural experience for all participants.
TEAM MEMBER RESPONSIBILITIES

1. Ensure that you are eligible to participate in intramural sports by purchasing your Intramural Membership.

2. **Game time is forfeit time!** All team members should arrive at the field or court 15 minutes prior to the scheduled game time. This provides players ample time to:
   - Agree to the Assumption of Risk and Waiver.
   - Properly check in with a valid Virginia Tech ID. Remember...**No ID, No Play**

3. Be aware of the Intramural Sports Program’s rules, policies, and procedures related to your activity. Ask your team captain or a member of the Intramural Staff if you have any questions. You may also answer many of your questions by visiting the Intramural Sports website at [http://www.recsports.vt.edu/intramurals/](http://www.recsports.vt.edu/intramurals/).

4. Act in a sportsmanlike manner when participating in intramural activities. Remember...playing intramural sports is a privilege, not a right.

5. Provide feedback to improve the Intramural Sports Program by responding to surveys sent to all intramural participants throughout the year.

6. Positively reflect and actively uphold the values of Virginia Tech Intramural Sports Program, which include the values of fun, fitness, participation, social interaction, and fair competition.
EMPLOYMENT OPPORTUNITIES

The Intramural Sports Program hires more than 200 student employees that work as sports officials, scorekeepers, supervisors, and interns. The majority of our students work as sports officials or scorekeepers and learn important transferrable skills, meet new peers and develop relationships, and enjoy opportunities to develop as leaders on campus. All student employees are allowed and encouraged to participate in intramural sports. We offer flexible scheduling and although previous experience is preferred, no experience is necessary. Students hired for these positions will be expected to attend meetings, clinics, and trainings where they will learn all the skills needed to meet all responsibilities of the position. Please see our job listings below. To apply for a position, go to http://recsports.vt.edu/employment and click either Intramural Sports Official or Intramural Sports Scorekeeper.

Intramural Sports Official: Every year, the Intramural Sports Program hires 200+ student officials for 7+ team sport activities. Officials’ responsibilities include but are not limited to: officiating team sport activities, ensuring the safety of participants through use of proper officiating mechanics and rules, and assisting site and equipment management. No qualifications or skills are required and no experience is necessary. You will be provided with the training needed to officiate intramural contests from highly trained and skilled staff.

Intramural Sports Scorekeeper: Every year, the Intramural Sports Program hires 30+ student scorekeepers for 10+ team sport activities. Scorekeeper responsibilities include but are not limited to: game administration, enforcing intramural policies, assisting with site and equipment management, and ensuring the safety of participants by serving as a first responder to injuries. No qualifications or skills are required and no experience is necessary.

**Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Equal Opportunity and Affirmative Action Office.**

Officials

Officials are an integral part of the Intramural Sports program at Virginia Tech. Without student officials, our program would not exist. New student officials make $9.75 per hour while high school officials make between $45.00 and $70.00 per game. Clearly, the use of student officials obviously helps keep participant fees at a reasonable price. Every year, we receive feedback from intramural participants regarding our officials, as do high school, NCAA, and all professional leagues. We take this feedback seriously and use it to improve our staff but participants are expected to allow student officials the opportunity to do their jobs and not create a negative atmosphere that prevents these student employees from learning and developing. If you have questions, comments, or concerns about an official, please contact our office or complete a participant official’s evaluation form. Do not try to settle your problems on the field or court. Remember, officials do not win or lose games, teams do.
ALCOHOL AND TOBACCO

Intramural Sports Program has a zero tolerance policy for alcohol during any intramural activity. If a participant or spectator appears to be intoxicated and is causing a disruption or making a scene, he/she may be asked to leave the premises. Individuals that violate this policy may be reported to the Office of Student Conduct and/or the Virginia Tech Police Department.

No participants may use tobacco products of any kind while participating in an intramural activity. Spectators may use tobacco outside only if it does not bother any other spectators, participants, or intramural staff. A supervisor may ask spectators to move away from people if their tobacco use is disturbing anyone. Absolutely no tobacco use is permitted at any indoor intramural events, whether on campus or off campus.

ATHLETIC APPAREL AND EQUIPMENT

Athletic Apparel

All Intramural participants must wear appropriate athletic attire while participating. Appropriate attire includes but is not limited to t-shirts, shorts, warm-up suits, or sweat suits. Participants are not allowed to play without a shirt, in only a sports bra and shorts, or in a bathing suit top with shorts. All participants must wear a shirt. The only exception to this is for innertube water polo, in which bathing suits are allowed. No jeans are allowed unless playing softball. All clothing must meet public decency standards.

Equipment

1. Knee braces made of hard unyielding material are illegal unless covered with at least ¼ inch of closed-cell, slow recovery rubber or other material of the same minimum thickness with similar physical properties (such as the Lenox Hill Sport sleeve or neoprene sleeve).

2. All jewelry must be removed before any participant is permitted to play (Exception: health or medical alert bracelets and necklaces). Taping over jewelry is not permitted! You may contact the Intramural Sports Coordinator to discuss exceptions for religious jewelry.

3. Shoes:
   - Shoes must be worn during all activities except Innertube Water Polo.
   - Court shoes of a soft leather or canvas uppers must be worn in the gym facilities.
   - Hiking boots, combat boots, or street shoes are not permitted.
   - Metal spikes or metal screw-ins are not permitted.
   - Shoes with front toe spikes are not permitted.

4. Other equipment needed for play may be checked out from the Intramural Scorekeepers or Supervisors with a valid Virginia Tech ID. These individuals can be found near the field or court for all team sports.
5. All Innertube Water Polo participants must wear bathing suits. Participants (except Innertube Water Polo) are not allowed to play wearing without a shirt/jersey or in only a sports bra/bathing suit top.

6. Jeans are not allowed except for softball.

7. All clothing must meet public decency standards.

Jersey Policy
All teams (except Innertube Water Polo teams) are required to have both a light-colored shirt/jersey and a dark-colored shirt/jersey. The dark-colored shirt/jersey must be the same shade of color across the team (e.g., light blue and royal blue are not the same shade, gray and blue are not the same color). Note that flag football has certain rules about the shirt/jersey length and armhole openings (consult the Flag Football Information Sheet online for details). Opposing teams may not wear similar colors during the game (torso of the shirt/jersey determines color).

- If both teams show up with the same color, the captains must determine which team will wear their alternate color. Teams must work together to ensure that the game is played. If an agreement cannot be reached that puts the two teams in distinct colors, both teams will forfeit the game.
- If one team does not have enough shirts/jerseys of either color to field a team, they will forfeit the game.

Teams playing Flag Football, 9-on-9 or Indoor Soccer, 5-on-5 Basketball, and Softball must one- or two-digit whole numbers on their shirt/jersey for administrative purposes.

- Each team member must have a distinct number from other team members.
- Numbers must be at least 6 inches in height and must be clearly visible from a distance of 10 yards (i.e., no black numbers on a navy shirt/jersey).
- Taping numbers is not allowed.

One of our primary goals is to always play the game. As an example, we understand that there may be situations where one team is wearing white and the opponent is wearing royal blue but has a teammate with a navy shirt/jersey. In those situations, the captain of the team wearing white as well as the supervisor on duty and officials may agree that there is no confusion, thus allowing the player wearing the navy shirt/jersey to play. If the captain of the team wearing white or the supervisor feels there would be confusion, the player will not be allowed to play with the navy shirt/jersey. Note that if the royal blue team was playing a black team in a similar situation, the participant with the navy shirt/jersey would cause confusion and thus would not be allowed to play with the navy shirt/jersey. This means that a team could potentially be able to use a shirt/jersey one week but not the next. Teams are reminded that they must always bring their alternate shirt/jersey to ensure their ability to play.
AWARDS

Intramural Championship shirts are awarded to the champions of the advanced division in each Men’s, Women’s, and CoRec activity offered throughout the year. Intramural Sports shirts are also awarded to the winners of the intermediate division (beginner division in sports where an intermediate division is not offered). A picture of each team is taken and displayed on the Wall of Champions in War Memorial Hall and on the Intramural Sports web page. There is a maximum number of shirts available for the winners of each division. However, a team may purchase additional shirts in the Intramural Sports Office. For more information or specific details please contact the Intramural Sports Office at (540) 231-8297.

At the conclusion of each activity year, the Intramural Sports Program selects and recognizes recipients for a number of participant awards. These participants are chosen in an effort to recognize outstanding participation within the program. Awards include 1) the Hokie Grail Award, 2) Team Sportsmanship Awards, 3) the Male and Female Athletes of the Year, and 4) the Men’s, Women’s, and CoRec MVPs for each sport. The names of these awardees will be displayed on the Wall of Champions. See below for additional details about these awards.

The Hokie Grail Award
The Hokie Grail Cup is presented to the Fraternity, Sorority, Organization/Residence Hall, and Independent organization that has accumulated the greatest number of all-university points through participation in team, individual, and dual sport activities throughout the year. Each organization will be presented with a Hokie Grail Cup at the Intramural Sports Awards Ceremony held at the conclusion of each activity year. The organization name is engraved on the Hokie Grail Trophy and displayed on the Wall of Champions.

Team Sportsmanship Award
At the conclusion of each week of play all teams that receive a perfect “5.0” sportsmanship average are entered into a drawing for recognition as the Weekly Sportsmanship Award Winner. Each team chosen will be presented with an award and have their picture taken for the Intramural Sports web page to recognize their outstanding sportsmanship. Finally, at the completion of each sport season, one team is selected as the overall sportsmanship winner based on their overall team sportsmanship average, number of games played, and how far they advanced in the playoffs. The team chosen is presented with their award at the Intramural Sports Awards Ceremony at the end of the year. Additionally, their team name is engraved on the Sportsmanship Award plaque on display on the Wall of Champions.

Male & Female Intramural Athletes of the Year
At the end of each activity year, two participants are selected as the Male and Female Athletes of the Year. Winners are selected based on participation in team, individual, and dual sports, MVP votes throughout the year, and leadership within the Intramural Sports Program. Each recipient is presented an award at the Intramural Sports Awards Ceremony at the end of the year. These award recipients also have their name engraved on the Athlete-of-the-Year plaque on display on the Wall of Champions.
CANCELLATIONS AND INCLEMENT WEATHER

Weather cancellations will be determined by 4:00 pm on the day of play by the Intramural Sports program staff. The supervisor on duty will make any decisions after 4:00 pm. Participants are encouraged to call the Intramural Hotline 231-6060, visit http://recsports.vt.edu/intramurals, or view the Intramural Sports Twitter/Facebook page for the most current information concerning cancellations. Unless circumstances permit, all games cancelled during regular season play will not be rescheduled. If games are to be rescheduled, the Intramural Sports Staff will notify the team captains/co-captains by 1:00 pm the day following the cancellation. All playoff games suspended due to inclement weather will be rescheduled and teams will be notified as soon as possible.

PARKING

No parking is allowed on the South Recreational Area (SRA) fields or in the gravel area beside the SRA shed. Please park in areas designated as University parking to avoid being towed. Be aware of parking restrictions on the Drillfield for games played at War Memorial Gym.

POLICIES FOR TURF FIELDS AT SRA

To ensure the longevity and quality of our turf field complex, we ask that all users refrain from bringing the following items onto the fields:

- Alcohol or tobacco products
- Beverages (other than water)
- Food, including gum, seeds and nuts
- Glass bottles or containers
- Metal cleats (only rubber cleats are allowed)
- Outdoor furniture or folding chairs
- Pets of any kind (only service animals are allowed)
- Spiked objects such as umbrellas or canopies
- Unauthorized vehicles, bikes, or carts

We also ask that you no pick up or pull grass fibers or infield materials on the fields. Formal practice or games require a field reservation. For reservations, please call the Rec Sports Office 540-231-6856. For after hour concerns, please call the Virginia Tech Police Department at 540-231-6411. We appreciate your help in preserving our fields for years to come!
FORFEITS AND REINSTATMENT FEES

The Intramural Supervisor on duty has sole authority to declare a team forfeit as determined by an official watch. A forfeit is recorded when a team 1) does not meet the minimum number of players required (see below) to begin a game by the expiration of the 10-minute grace period which begins at the scheduled game time or 2) uses an ineligible player. To curtail the possibility of a forfeit, we ask teams to arrive at least 15 minutes prior to the scheduled game time. This allows ample time to check in with the Intramural Scorekeeper/Supervisor, to complete the scorecard, and to check out any necessary equipment for the game.

- 3-on-3 Basketball  3 players must be present
- Basketball  5 players must be present
- Dodgeball  6 players must be present
- Flag Football  7 players must be present (8 for CoRec)
- Indoor Soccer  6 players must be present
- Innertube Water Polo  5 players must be present
- Soccer  8 players must be present
- Softball  8 players must be present
- Ultimate Frisbee  6 players must be present
- Volleyball  4 players must be present
- Wallyball  3 players must be present

If neither team has the required number of players by the end of the 10-minute grace period, the results are recorded as a forfeit for both teams. Forfeits during round robin play result in suspension of a team’s participation privilege. To be reinstated, the team must follow the reinstatement procedures listed below. A forfeiting team receives 2.0 sportsmanship rating and the opposing team receives 4.0 sportsmanship rating, provided it does not forfeit as well. A forfeit during a playoff tournament eliminates a team from further competition.

Reinstatement Procedures

Teams that forfeit a regular season game games have until 5pm the 2nd business day after the forfeit or before their next game (USOA events only), whichever comes first, to pay the Forfeit Reinstatement Fee. The fee can be paid online by going to the Intramural Sports registration page. The fee is listed as a separate intramural registration and named Forfeit Reinstatement Fee. If the team does not pay this fee by the deadline, it will be removed from the league and replaced with a team from the waiting list. If there is no waiting list, teams already scheduled in the league will have the opportunity to fill in the open spot in the league to play additional games. These open spots will be filled on a first come, first served basis and captains will be notified through Twitter/Facebook when open spots become available. The Forfeit Reinstatement Fee for all sports is $20.

**USOA Tournaments or other weekend events may follow alternate forfeit/reinstatement fee procedures. In those situations, the procedures will be outlined in the Information/Rules Sheet distributed at the pre-tournament information meeting.**
**EJECTIONS**

Any player, coach, or fan ejected from an intramural contest for any reason must immediately leave the playing area if requested to do so by Intramural Sports Staff. Failure to leave may result in forfeiture of the game by that person's team. Cooperation with Intramural Staff is encouraged in order to insure a smooth reconciliation of any ejection situation.

Any ejected individual should receive an email notification from the Intramural Sports Staff as well as a notification form from an Intramural Sports Supervisor on site.

Ejected participants must contact the Intramural Sports Graduate Assistant(s) within 14 days of the ejection date. Ejected participants who do not contact the Intramural Sports Graduate Assistant(s) within this time frame may be referred to Virginia Tech’s Office of Student Conduct. Ejected participants are suspended from participating in Recreational Sports programs and from the use of recreational sports facilities until having met with the Intramural Sports Graduate Assistant to resolve the situation. Self-imposed punishment is not accepted.

The Intramural Sports Graduate Assistant(s) handle all ejection meetings. The Intramural Sports Coordinator may attend meetings as an observer but decision regarding disciplinary outcomes are made at the discretion of the Graduate Assistant(s). It is the responsibility of the ejected participant to contact the Graduate Assistant as explained in the ejection notice. The Graduate Assistant(s) will schedule a meeting once contacted by the participant.

- If a Graduate Assistant is unable to meet with the ejected individual, the Intramural Sports Coordinator will conduct the meeting.
- If a situation arises in which the Graduate Assistant(s) or Coordinator are unavailable, the meeting will be scheduled for the first date one of the three is available.
- The Assistant Director of Intramural Sports and Technology will handle all appeals.

Meetings are structured around an open dialogue to ensure all perspectives are represented before outcomes are decided. Therefore, it is in the ejected individual’s best interest that the meeting is conducted in a timely fashion. Any suspended participant found to be playing with an intramural team prior to meeting with the Intramural Staff results in removal of the team from further participation in the league and possibly additional outcomes for that individual.

**All one-game suspension decisions are final and may not be appealed. Disciplinary action given beyond a one-game suspension may be appealed to the Assistant Director of Intramural Sports and Technology. If an individual is still not satisfied, he/she may appeal to the Director of Recreational Sports.**
PARTICIPANT ELIGIBILITY

It is the responsibility of every intramural participant to ensure that he or she is eligible to participate in intramural activities. Those individuals who have purchased the Full Intramural Membership are eligible to participate in any team activity (including weekend events and tournaments) and any singles/doubles activity. Individuals who have purchased the Individual/Dual Membership are allowed to participate in singles/doubles activities only. Individuals who participate in a team activity prior to purchasing the Full Intramural Membership have until midnight the 2nd day after participating to pay their membership fee. The Intramural Sports Staff does not assume the responsibility for checking participant eligibility but may take disciplinary action against the individuals and teams who violate this policy. Regardless of membership, every participant is expected to present a valid Virginia Tech ID when signing in to participate in any team activity. Without a valid Virginia Tech ID, an individual will not be permitted to play. Remember...No ID, No Play!

1. The following persons are eligible for intramural activities:
   - Any student or employee currently affiliated with Virginia Tech that has purchased an Intramural Membership.
   - This includes but is not limited to individuals associated with Campus Ministry, VCOM, Vet Med; Visiting Scholars; CRC Employees, and Long Term Guests (except Dependents). Such persons are eligible until they withdraw from the University or fail to comply with eligibility guidelines.
   - Alumni are not eligible to purchase the Intramural Membership unless they fall into one of the previous categories mentioned.
   **All memberships may be purchased online at the Intramural Sports Activity Registration page. To complete your purchase of an intramural membership, you will be required to watch an online video presentation covering some basic program policies.**

2. Current varsity athletes may not participate in their sport or allied sport (e.g., a baseball player cannot play softball) during the academic year. Varsity athletes must sit out the semester immediately following their last varsity game before being eligible for their sport or allied sport (two summer sessions count as one semester.) A maximum of 1-3 current/former varsity athletes may play for a team in an intramural sport (see information sheet for sport-specific rules). Only one current/former varsity athlete may play on a doubles team (e.g., tennis doubles, racquetball doubles). No current varsity athlete may participate in their sport for an individual activity.
   - Varsity athletes include individuals who are on varsity athletic team rosters during the academic year, practice with a varsity squad in an attempt to make a roster or red-shirt, Proposition 48 students, and scholarship players with eligibility remaining.
   - Former varsity athletes include individual who were varsity athletes (as defined above) at any time within the past five years. The five-year limitation begins the semester following their final varsity game.

3. Sport club members are allowed to participate in their sport or allied sport with a maximum of 1-3 players per team (see information sheet for sport-specific rules). For example, you may have 6 members of the field hockey club on a softball team but you may only have a maximum of 3 members of the softball club. Only one sport club member may participate on a doubles team in an allied sport. For example, only one tennis club member may be on a tennis doubles team. Sport club members are defined as anyone whose name appears on the official sport club roster on file.
4. Current or former professional athletes may not participate in their sport or allied sport.

5. No player may play as a member of two teams in the same sport unless one is a CoRec/Open team and the other a single-sex team. If a player violates this policy, both teams will forfeit all games in which the player participated and will be required to pay the Forfeit Reinstatement Fee to be allowed back into the league.

6. Men/Women must play in their specific single-sex divisions if offered unless participating on a CoRec/Open team (e.g., a woman may not participate in a men’s division team or vice versa).

7. To be eligible to participate in intramural team activities, every individual must 1) purchase the Full Intramural Membership, 2) agree to the Assumption of Risk, and 3) properly check-in using a valid Virginia Tech ID. To participate in an individual/dual sport, every individual must agree to the Assumption of Risk at the time of registration.

8. Any player who participates in an intramural activity under an assumed name shall be disqualified from that sport for the remainder of the season and the team will also be removed from the league. The Assistant Director or Intramural Sports Coordinator may impose further suspensions if necessary.

9. The No ID, No Play Policy is in effect. All intramural participants must provide a valid Virginia Tech ID at every intramural team activity. If a participant does not have a proper ID, he/she will not be allowed to participate.

10. Any player, coach, or fan ejected from an intramural contest for any reason must leave the playing area immediately if requested to do so by Intramural Staff. Failure to cooperate may result in forfeiture of the game by the associated team. The ejected individual is ineligible to play another game in any sport until he/she meets with the Intramural Sports Graduate Assistant(s).

11. Teams found to have ineligible player(s), will receive forfeits for all games in which the player(s) signed in to the game. Teams have until midnight the 2nd business day after the forfeit to pay the Forfeit Reinstatement Fee in order to remain in the league. If the team has not paid the fee by the deadline, the team will be removed from the league without option for a refund. For USOA events, please check the sport-specific information sheet for our adjusted policy. Also, ineligible players may be suspended from play in that sport’s gender classification (i.e., Men’s/Women’s or CoRec) for the remainder of the season.
PROTESTS

Based on the spirit of competition, the Intramural Sports Staff believes every contest should be fairly played and thus, a protest is allowed if it involves the misapplication or misinterpretation of a rule or if it involves player eligibility. **Judgment calls may not be protested.** The following procedures should be used when making a protest:

**Rules Misapplication/Misinterpretation Protests**

1. Immediately notify an official/umpire that you would like to protest the interpretation or application of a rule before the next play or live ball. This must be done immediately after the administration of the rule in question. You are not permitted to protest after the continuation of play if you think a rule was improperly interpreted or misapplied.

2. The Intramural Supervisor will rule on the situation and the ruling is final for the purposes of restarting the game. If you still believe the ruling is incorrect, inform the Supervisor that you would like to play the game under protest. The Supervisor will document the protest situation and file a report with the Intramural Sports Coordinator. Either way, the game will be restarted at that point and played to the end.

3. The protesting team captain must also file a formal protest and pay the $10 Protest Fee by 12pm the 1st business day following the game. If a formal protest is not filed or the fee is not paid by the deadline, the protest will be denied (see Appendix for a copy of the Protest Form).

4. The Intramural Sports Coordinator will rule on the protest by 5pm the day following the game. If the protest is upheld the $10 fee will be refunded and the game will be replayed from the point of protest; if denied, the $10 fee will not be refunded.

**Player Eligibility Protests**

1. To protest player eligibility, the team captain should notify an Intramural Supervisor. The team captain should refuse to continue play until a Supervisor arrives to make a ruling.

2. Upon hearing the protest, the Supervisor will notify the opposing team captain. If the player(s) in question is/are removed from the game, no further penalty is required. If the player(s) in question play(s) for after that point in the contest, the Supervisor will document the protest for the Intramural Sports Coordinator.

3. The protesting team captain must also file a formal protest and pay the $10 Protest Fee by 12pm the 1st business day following the game for each player under protest. If a formal protest is not filed or fees are not paid by the deadline, the protest will be denied (see Appendix for a copy of the Protest Form).

4. If a formal protest is completed, the Intramural Sports Coordinator will rule on the protest by 5pm the day following the game. If the player(s) is/are found to be ineligible, the player(s) will be suspended from play, the team will be removed from further participation in the league, and all Protest Fee money will be refunded. If a protest is denied, all Protest Fees paid will not be refunded.
5. All eligibility protests must be made by a specific point in the game (listed below):

- Basketball Prior to the start of the second half.
- Dodgeball Prior to the start of the second game
- Flag Football Prior to the start of the second half.
- Indoor Soccer Prior to the start of the second half.
- Innertube water polo Prior to the start of the second quarter
- Soccer Prior to the start of the second half.
- Softball Prior to the first pitch of the second inning.
- Volleyball Prior to the second game of a match.
- Wallyball Prior to the second game of a match.

6. If the player(s) in question arrive(s) after these points in the game, the protest must be made immediately upon arrival of the player(s).
REFUNDS

Since participants are purchasing an Intramural Membership and no longer paying a team registration fee, teams are no longer guaranteed a certain number of games. Therefore, there will no longer be an additional refund provided to 1) teams that do not play a certain number of games or 2) waiting list teams that do not get a spot in the league. Membership refunds will only be considered for individuals who participate one time or less due to major injury/illness or withdrawal from Virginia Tech. These situations will be handled on a case-by-case basis. To inquire about a refund, please contact the Intramural Sports staff by calling 540-231-8297 or emailing imsports@vt.edu.

ROSTERS

To encourage, teams will be allowed to add players to their roster throughout an activity season. In order to be added to a roster, a player must check in prior to the team’s game by presenting a valid ID that can be properly scanned and agree to the Assumption of Risk and Waiver (Appendix I). Participants will be restricted to playing on only 1 team within a division (i.e., Men’s, Women’s, CoRec, or Open). Players will be able to remove themselves from a team and be added to another team, but must do so either prior to playing with the second team or within 7 days of playing with the first team, whichever comes first.

If an individual participates for a team during the regular season without having paid for a Full Membership, he or she will have until midnight on the 2nd day after playing to register and pay for a Full Membership. If the individual does not pay for a Full Membership by that time, the team will forfeit the game in which the individual played, resulting in the team owing a $20 Forfeit Reinstatement Fee. This fee must be paid by midnight the 4th day after the individual played, or else the team will be removed from the league. This reinstatement fee will only be able to be paid online (Intramural Sports Activity Registration). During playoffs, all individuals wishing to participate for a team must have a Full Memberships prior to playing. All individuals wishing to participate in activities that are only played during one weekend (i.e., Preseason Basketball or Preseason Flag Football) must have Full Membership prior to playing any games in that activity.

Any individual wishing to participate in a Singles and/or Doubles activity who has not paid for either the Full Membership or Individual/Dual Membership will be allowed to register but will not be allowed to participate until a membership is purchased.

An individual who has played for a team and wishes to remove him/herself from that team’s roster has 7 days from the first time he/she plays with the team to fill out a Roster Deletion Form. After 7 days the individual will not be able to remove him/herself from the team. If a player wishes to change teams prior to the 7th day after playing with the first team, the player will be immediately removed from the first team’s roster when he/she properly checks-in for the second team. The player will be asked to verify that they want to change rosters before they are fully added to the second team’s roster. A player may make 1 roster switch within a division (i.e., Men’s, Women’s, CoRec) for each sport if he/she is already on another roster.
REGISTRATION INFORMATION

Team Sport Registration
1. Entries are accepted on a first come, first served basis. If leagues are filled prior to the entry deadline, all other “on time” entries are placed on a waiting list.

2. “Free Agents” – Individuals that cannot find a team on which to play may fill out an individual registration for most team sports. If possible, the Intramural Sports Staff will form free agent teams or place those individuals on a team requesting additional players. Placement of individuals on a team is not guaranteed.

3. Registration periods can be found by checking the Intramurals Activity Schedule. All registrations are completed online at the Intramural Sports Activity Registration page.

4. To register, select the sport and follow the instructions to register a team. Please have the following information ready when registering a team: captain and co-captains names, addresses, telephone numbers, email addresses, and team conflicts dates to block any times that the team is unable to play.

5. Teams must meet all preseason requirements. For most sports, this includes completing a a sport-specific video presentation.

Team Sport Wait List Procedures
1. If league entries have reached the maximum capacity of teams or an entry is received after the posted registration deadline, the team will be placed on a waiting list. Teams are placed on the waiting list according to when the Intramural Sports Office receives the team registration.

2. Waiting list teams must have a representative complete all preseason requirements. Failure to do so will result in removal of the team from the waiting list.

3. In the event that other teams do not meet the preseason requirements, waiting list teams will have the opportunity to fill in those open league spots according to the order of teams on the list. If there are no open league spots, teams will remain on the waiting list.

4. If a team forfeits during the regular season and fails to pay the Forfeit Reinstatement Fee, the Intramural Sports Staff will replace that team with waiting list teams according to the order of teams on the list.

Individual/Dual Registration
1. Registration periods can be found by checking the Intramurals Activity Schedule. All registrations are completed online at the Intramural Sports Activity Registration page.

2. To register, select the individual/dual activity and follow the instructions to register. Please have the following information ready when registering a team: name, address, telephone number, and email address, and teammate information for doubles activities.
3. Shortly after the registration period closes, an email will be sent to all participants confirming registration and providing information about the league and play dates.

4. Registered participants must visit the Intramural website for sport rules, playing guidelines, play dates, and to submit results.

**Please note that you may participate in any individual/dual sport once you have purchased either a Full Intramural Membership or an Individual/Dual Membership. You may register prior to purchasing your membership but you will not be added to the league until you have a membership.**

**Individual/Dual Wait List Procedures**
1. After a league has reached the maximum capacity of registrations, all subsequent registrations will be placed on a wait list.

2. If the opportunity is available, the Intramural Sports Staff will place all wait list participants as soon as possible. Upon confirmation of being placed into league play, wait list individuals should visit the Intramural website to read the guidelines, rules, and procedures for the activity.

**Assumption of Risk**
All participants are required to agree to the Assumption of Risk and Waiver prior to the start of every contest for team sports or at the time of registration for singles/doubles activities. If a student does not agree to the Assumption of Risk and Waiver, he or she will not be checked in (team sports only) and will not be allowed to participate. The Assumption of Risk and Waiver can be found at the back of this manual in Appendix II.

**Team Names**
When choosing a team name, please limit it to 20 characters. Be aware that the Intramural Sports Staff reserves the right to change any team name that may be considered inappropriate or offensive.
LEAGUE INFORMATION

1. Team captains have the option of registering a team for the advanced, intermediate, or beginner divisions of play.
   - If you are unsure as to what division to request, please contact the Intramural Office and we will help you determine which league would be best. The Intramural Staff will attempt to place you in a league with similar teams. If there are uneven numbers of teams, some may be placed into a different division to balance the leagues.
   - Teams that request to be placed in the beginner division will remain in the beginner league for the duration of the season.

2. For the following sports, teams are placed into 6-team round robins (advanced and intermediate) and 3-team round robins (beginner) for regular season play: Flag Football, 9-on-9 Soccer, Volleyball, 5-on-5 Basketball, Innertube Water Polo, and Softball.

3. Six-team round robins are a combination of 3 advanced teams and 3 intermediate teams. Three-team round robins are only composed of beginner teams.

4. Teams are scheduled for at least 2 regular season games. Following the regular season, advanced and intermediate teams are placed into single-elimination playoff brackets. Beginner teams are shuffled and placed in a new round robin league to play 2 more games.

5. For non-USOA sports, teams are placed into 4-team round robins for regular season play.
   - Teams have the option to register as advanced or beginner (no intermediate level). The 4 team Round Robin leagues are composed of 2 advanced teams and 2 beginner teams (depending on registration numbers).
   - Teams are scheduled for 3 regular season games over a 3-week period before the start of the playoffs.
   - Both advanced and beginner playoff brackets are single-elimination brackets.

6. USOA sports are 6-team, 4-team, or 3-team round robin leagues, depending on the registration numbers. Teams are scheduled for a minimum of 2 regular season games. The number of playoff divisions depends on the number of registrations. However, there are not more than 2 divisions (advanced and beginner).

Playoff Eligibility

1. All advanced and intermediate teams are eligible for the playoffs and all beginner teams are eligible to be placed in a second round robin league if they meet the expectations listed below:
   - Has not forfeited a game or defaulted twice without paying the Reinstatement Fee.
   - Has at least a 3.0 sportsmanship average over the three-week regular season schedule.

2. The following point system is used to determine the place each team finishes in the league and thus, playoff seeding:
   - Win = 3 points
• Tie = 1 point
• Loss (Default or Forfeit) = 0 points

3. If a tie exists at the end of the regular season, the following tie-breaking system is used:
   • Winner in head to head competition wins the tie
   • Point differential
   • Sportsmanship average

4. All teams have the option of submitting an online Playoff Conflict Sheet during the final week of round robin play. All Playoff Conflicts Sheets must be submitted online.
   • The conflict sheet is used to assist with playoff scheduling. Every effort is made to schedule around team conflicts. If a conflict sheet is not submitted or submitted with errors, the Intramural Staff will not reschedule a game around a team conflict.
   • Near the end of the season, teams are asked to be flexible with their availability. There is a limited amount of time during which intramural sports may be played and it is not uncommon for a team to be scheduled for a double header or for consecutive nights toward the end of a sport season.

5. In sports using 6-team round robins, teams are placed into the playoff brackets based on final round robin standings. Typically, the top 2 teams are placed in the advanced bracket and the other 4 in the intermediate bracket.
   • All requests to be placed in the advanced playoff bracket are honored but there is no option to request the intermediate playoffs.
   • Any team originally registered and scheduled as a beginner team, will remain in the beginner division for the entirety of a season.
   • If a team originally scheduled into a league play less than 2 round robin games (due to cancellations, forfeits, etc.), that team may 1) be placed in the playoffs where their round robin standing puts them, 2) request the advanced playoffs, or 3) request to be placed in the playoffs according to how it registered for round robin play. If a team forfeits, the game is considered a “played game” for that team.
   • If a waiting list team is added to a league for only 1 round robin league game but does not play (due to cancellations, forfeits, etc.), that team may 1) request the advanced playoffs or 2) be placed in the playoffs according to how it registered for round robin play.

6. In sports using 4 team round robins, teams are placed into the playoff brackets based on final round robin standings. The top 2 teams are placed in the advanced bracket and the bottom 2 teams in the intermediate bracket.
   • All requests to be placed in the advanced playoff bracket are honored. However, there is no option to request the intermediate playoff bracket.
   • If a team originally scheduled into a league play less than 3 round robin games (due to cancellations, forfeits, etc.), that team may 1) be placed in the playoffs where their round robin standing puts them, 2) request the advanced playoffs, or 3) request to be placed in the playoffs according to how it registered for round robin play. If a team forfeits, the game is considered a “played game” for that team.
• If a waiting list team is added to a league for 1 or 2 round robin league games but does not play either (due to cancellations, forfeits, etc.), that team may 1) request the advanced playoffs or 2) be placed in the playoffs according to how it registered for round robin play.

7. For USOA sports:

• There are no Playoff Conflict Sheets. Teams are asked to be ready to play as scheduled.
• No requests are taken for placement into the playoff brackets.
• When 6-team round robins are used, all teams advance to the playoffs. The top 3 teams are placed in the advanced bracket and the bottom 3 teams in the beginner bracket.
• When 4-team round robins are used, only the top 3 teams from each league are guaranteed to advance to the playoff brackets.
• When 3-team round robins are used, only the top 2 teams from each league are guaranteed to advance to the playoffs.

8. Playoff brackets are posted on the Intramural Sports web page by 1:00pm the Saturday before the playoffs begin at [http://www.recsports.vt.edu/intramurals/](http://www.recsports.vt.edu/intramurals/). During the playoffs, brackets are updated by 1:00pm daily.

**Playoff times are not given over the phone. Please check the brackets online to get the most current dates and times for all games.**
APPENDIX I. PROTEST FORM

Virginia Tech
Department of Recreational Sports
Intramural Sports

Protest Form

Date: __________
Protesting Team: ___________________________ Activity/Sport: ___________________________
Opposing Team: ___________________________ Time of Protest: ________ am/pm
Score at Time of Protest: ___________________________
Possession at Time of Protest: ___________________________
Circumstances Surrounding Protest: ___________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Field Supervisor: ___________________________ Officials: ___________________________
_________________________________________________________________________________
_________________________________________________________________________________
Protesting Team Representative: ___________________________ Phone #: ___________________________
_________________________________________________________________________________
Email: ___________________________

This form provides information to the Intramural Sports Coordinator concerning an event which has been played under protest. In order to be considered an official protest, the protesting team must provide the Intramural Sports Staff with a written proposal prior to 12:00pm (noon) on the day following the game under protest. The proposal should state all reasons for the protest and the circumstances which resulted in the protest.

For Office Use Only:
Day Received: __________ Time Received: __________ am/pm
Protest:
   Upheld ____________ Denied ______ Staff Initials ______