

Table of Contents

I.	Spirit of Competition Statement	1
II.	Intramural Sports Mission Statement	1
III.	Diversity	2
IV.	Officials	2
V.	Assumption of Risk	4
VI.	Awards	4
VII.	Cancellations	6
VIII.	Captain's Responsibilities	7
IX.	Defaults, Forfeits, and Reinstatement Fees	8
X.	Ejection Procedures	10
XI.	Eligibility	11
XII.	Entry Procedures	13
XIII.	Equipment	15
XIV.	Athletic Apparel	17
XV.	Protests	17
XVI.	Refunds	19
XVII.	Rosters	19
XVIII.	Sportsmanship	20
XIX.	Structure	21
XX.	Team Member Responsibilities	22
XXI.	Additional Policies	22
XVIII.	Sample Forms	23

The Spirit of Competition

Sport activities find their origin in the basic human need for the spirit of play. Winning and losing are mere outcomes of this spirit. What is part of the games is the pure satisfaction of participation (fun, fitness, friendship, stress release, etc.). Without your opponent and the officials, you have no game, no contest, and no fun. You are indebted to them, as they are to you. This spirit of play, then, is based on cooperation. Upholding high standards of integrity and fair play acknowledges this idea of cooperative competition. All players are encouraged to exercise good judgment in caring for the safety of others as well as themselves. At Virginia Tech, an intentional violation of the rules is considered cheating and a gross offense against the spirit of competition. Abusive language toward officials, other participants, and manipulation of the rules are not “part of the game.” A lifetime interest in sports is a goal of all players and has more meaning than a win or a loss, the memory of which often fades quickly. All players are asked to participate within the context of this spirit of play and competition.

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 is a crucial element of the academic experience in that it promotes and reinforces 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 his or her abilities; however, a win-at-all-costs attitude is inappropriate and strongly discouraged. The genuine value of Intramural Sports comes from playing, not from winning.

DIVERSITY

Our aim is to create a community of students, employees, and scholars in which all members are treated with respect.

Diversity refers to the fact that our community, both locally and nationally, is comprised of many individuals, each having unique attributes based on a variety of social, physical, and cultural characteristics. Included among these attributes are:

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

The changing composition of our larger society demands that Virginia Tech prepare its students for life and leadership within an increasingly diverse society. The existence of diversity within our university community provides us with an opportunity to discover ways to integrate all individuals and groups into the larger community in a manner that respects and values their uniqueness while simultaneously advancing the university in its traditional activities of instruction, research and public service.

Officials

Officials are an integral part of the Intramural Sports program at Virginia Tech. Without officials, you would have just another Open-Rec pickup game, which could possibly get out of control. During a Virginia Tech Intramural contest, the officials are granted sole authority for controlling each game. Our officials make between \$8.90 and \$9.50 per game. High school officials make between \$45.00 and \$70.00 per game. As you can see, the use of student officials obviously helps keep team entry fees down. We get plenty of complaints concerning our officials, as do high school federations, the NCAA, and all professional leagues. We take the complaints seriously, but we also realize that officiating is one of those jobs that people expect you to be perfect on your first game and improve on that perfection in each following game. If you have a problem with an official, you are welcome to file a complaint in our office, as well as completing 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.**

Employment Opportunities

The Intramural Sports Program encourages and promotes sport officiating as a part-time or lifetime avocation by hiring and training more than 200 officials each year. For many officials, the Intramural Sports Program serves as a stepping stone to high school, collegiate, and possibly professional sports officiating. Prior to the beginning of every team sport, officials are trained through a series of clinics conducted by the Assistant Director of Intramural Sports, the Coordinator of Intramural Sports, the Intramural Graduate Assistants, site supervisors, and other experienced officials from the Virginia Tech area. Previous experience as an official is desirable but not required. However, attendance at all training sessions is mandatory for employment. Intramural officials are allowed and encouraged to compete in Intramural contests when not scheduled to work. Any student at Virginia Tech interested in becoming an official should stop by the Department of Recreational Sports in 142 McComas Hall or call 231-8297 for further information.

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.

Intramural Sports Policy and Procedure Manual

Assumption of Risk

All participants are required to sign an Assumption of Risk statement on the back of the scorecard prior to the start of every game for team sports or at the time of registration for individual/dual sports. The statement reads as follows:

I agree to indemnify, defend, and hold harmless, Virginia Polytechnic Institute and State University (the University) and their officers, agents, and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from my participation in the Intramural Program, provided that such liability is not attributable to the sole negligence of the University. I realize that my participation in this activity involves risks of injury and that by signing this form I desire, consent, and voluntarily choose to take part in all such activities. I assume all the risks normally incident to the nature of the activity and agree that the University or any of its officers, agents, and employees conducting the activity will not be responsible for any damages or injuries resulting to me. Furthermore, I also confirm that I have appropriate healthcare insurance for this activity or if not, that I will not rely upon the University for medical expenses. I also understand that any injury incurred and the resulting medical expense from that injury will be my responsibility and the University will not be responsible for any related expenses, other than those incurred at the University's Student Health Services.

Awards

Intramural Sports Championship T-Shirts will be awarded to the winners of the "Advanced" Division in each men's, women's, and CoRec activity offered throughout the year. Intramural Sports T-Shirts will be awarded to the winners of the "Intermediate" Division and the "Beginner" Division (when no "Intermediate" Division is used) in each men's, women's, and CoRec activity offered throughout the year. When each award is presented, a picture of each champion will be taken and displayed on the "Wall of Champions" board located in McComas Hall and on the Intramural Sports Web Page. When an "Intermediate" Division is used, the winners in the "Beginner" Division will not receive an award.

Prior to the start of each activity a maximum amount of Championship T-Shirts was predetermined. However, if a participant of a Championship team wishes to purchase additional T-Shirts for individuals on their roster above that maximum number they may do so at the Intramural Sports Office for a minimal fee per shirt. For more information or specific details please contact the Intramural Sports Office at 231-8297.

At the conclusion of each activity calendar year the Intramural Sports program staff will nominate and select recipients for various participant awards in an effort to recognize those individuals/teams/organizations for outstanding participation within the program.

Awards are given for Hokie Grail All-University Points, Male/Female Athlete of the Year, Men's, Women's and CoRec MVPs for each sport, and a sportsmanship award for each sport. Selection for each of these awards is based on various criteria and award recipients names displayed within the Wall of Champions Award Case located in McComas Hall. For more specific detail on the criteria for each award please refer to the section on the following page.

The Hokie Grail Award

The Annual All University Points "Hokie Grail" Award is presented to the Fraternity, Sorority, Recognized Organization/Residence Hall, and Independent organization that has

accumulated the greatest number of All-University points through participation in team and individual/dual sport activities throughout the year.

Each organization will be presented with their "Hokie Grail" Award at the Intramural Sports Awards Ceremony at the conclusion of each activity year and have their name engraved on the Hokie Grail Trophy on display in front of the Wall of champions board in McComas Hall.

Team Sportsmanship Award

At the conclusion of each week of play all teams that maintain a perfect "5.0" Sportsmanship Average will be entered into a drawing for recognition as the Weekly Sportsmanship Award Winner. Each team that is chosen will be presented with their award at their next scheduled contest and have their picture taken for the Intramural Sports web page as acclamation of their accomplishment.

Finally, at the completion of each sport one team will be selected as the overall sportsmanship winner based on their overall team sportsmanship average, number of games played, how far they advanced in the tournament bracket and any other determining factors available for that sport. The team chosen will be presented with their award at the Intramural Sports Awards Ceremony at the end of the year and have their team name engraved on the Sportsmanship Award plaque on display in front of the Wall of Champions board in McComas Hall.

Male & Female Intramural Athletes of the Year Award

At the end of each activity year participants are selected as the Male and Female Athlete-of-the-Year Award recipients. Nominations for the award are taken from both participants and Staff within the program with selection requirements including but not limited to: 1) Participation in at least 3 team sports and 2 individual/Dual Sports, 2) promoting and facilitating good sportsmanship and spirit of competition, and 3) genuinely being an avid contributor, competitor, and leader within the Intramural Sports Program. Each recipient will be presented with their award at the Intramural Sports Awards Ceremony at the end of the year and have their name engraved on the Athlete-of-the-Year plaque on display on front of the Wall of Champions Board in McComas Hall.

Cancellations (Inclement Weather)

All decisions concerning game cancellations will be made by 4:00 p.m. on the day of play or as weather conditions dictate. All decisions made after 4:00 p.m. will be made by the site supervisor on duty when they arrive at the fields before play begins. For game status decisions, please call the Intramural Sports Hotline at 231-6060.

Unless circumstances otherwise permit, all games cancelled during round robin regular season play will not be rescheduled. If games are rescheduled for any reason, the Intramural Sports office will notify the team captain/co-captain via email once rescheduling has been completed.



KEY SUCCESS FACTORS FOR BEING A GOOD TEAM CAPTAIN:

A. Recruitment

There are many individuals on campus who want to participate in the Intramural Sports Program but are unaware of how to become involved. Introduce those individuals to the Intramural Sports Program by including them on your team. Make sure, however, that all individuals participating for your organization or team are eligible for the division in which your organization or team participates. Make sure that any individual participating for your organization or team is not also playing for another team in that sport unless it is allowed by rule.

B. Organization

Maintain a notebook listing the names, ID's, email addresses and telephone numbers of the members of your team.

C. Communication

- Inform your team members of their responsibility to know the policies and procedures of the Intramural Sports Program and relay the web site address for the manual to them.
- Inform your team members of any special rules that may apply for that particular sport.
- Know which team members will be present at a contest.
- Be willing to communicate on a regular basis with the Intramural Sports Office. We encourage your feedback!

D. Participation

The Intramural Sports Program offers the opportunity to enjoy friendly competition while at the same time provides healthy and fun contact with a diverse group of individuals within the University community. Use this opportunity to get involved, not only as a participant or official, but as a leader among peers and in the community.

Captain's Responsibilities

- A. Submit team registration information and all necessary fees by the specific deadline.
- B. Represent, or see that the team is represented, at your sports intramural captains' meetings, sportsmanship/disciplinary hearings, and/or protest situations.
- C. Inform team members of game time and location for every scheduled contest. **GAME TIME IS FORFEIT TIME!** Inform team members to show up at least 15 minutes prior to game time to keep contests on schedule.
- D. Be sure that all players on your team have knowledge of and meet the eligibility regulations set forth by the Intramural Sports Office. Be sure of their eligibility status so that your team does not forfeit from play.

- E. Have team line-up **legibly** written on scorecard prior to game time and make sure that all team members have signed the assumption of risk form and listed their student ID # on the back of the scorecard.
- F. Notify each team member that they must present a **valid Virginia Tech ID** prior to participation as verification of their eligibility to participate in a scheduled contest. **NO ID, NO PLAY, NO EXCEPTIONS!**
- G. The captain is the only team representative that is permitted to discuss rule interpretations and player eligibility with the officials and supervisor staff. All participants will be expected to refrain from verbally or physically abusing the game officials and/or Intramural Supervisor Staff.
- H. Be familiar with rules, schedules, and policies/procedures of the Intramural Sports Program and pass this information along to all team members. The manual is available by request in the Recreational Sports office located at 142 McComas Hall and on the Intramural Sports web page: <http://www.recsports.vt.edu/intramurals/index.php>
- I. Complete and submit to the Program Office Staff any necessary paper work required as a result of participation within the program (i.e.: Conflict Sheets, Protest Forms, etc.)
- J. Check the web site daily to check the schedule, results and, other pertinent information concerning your team. Any discrepancies in information posted should be reported to the program office staff immediately.
- K. Inform, educate, and stress to all players and spectators affiliated with your team the importance of the sportsmanship rating system and the spirit of competition statement.
- L. Assist the Intramural Sports Program with the recruitment of individuals interested in and dedicated to sports officiating.
- M. Work with Intramural Sports staff to ensure a safe and fun Intramural Sports experience for all participants.

Defaults, Forfeits, and Reinstatement Fees

A **Default** is recorded when a team contacts the Intramural office at 231-8297 by 3:00pm the day of the game to inform them they will not be available to play their scheduled game **or** when a team does not have enough players present at a site to play the game but meets the

minimum required to show prior to game time. The minimum players required to show by game time for each sport to avoid a forfeit are listed below:

- A. 3-on-3 Basketball: 2 players must be present
- B. Basketball: 3 players must be present
- C. Dodgeball 2 players must be present
- D. Flag Football: 4 players must be present
- E. Indoor Soccer 3 players must be present
- F. Inner Tube Water Polo: 3 players must be present
- G. Soccer: 4 players must be present
- H. Softball: 4 players must be present
- I. Team Bowling 2 players must be present
- J. Team Darts: 1 players must be present
- K. Volleyball: 2 players must be present
- L. Wallyball: 2 players must be present

A team default will count as a loss and the team will receive 3 sportsmanship points, but will not eliminate a team from round robin league play or from the opportunity to be scheduled into the playoff tournament. The opposing team in a defaulted game will receive 4 sportsmanship points for the game as long as it does not forfeit or default as well. A default during the playoff tournament will eliminate a team from further competition. Each team is allowed one (1) default during regular season play. If a team records two (2) defaults that will be considered equivalent to a forfeit for that team and the reinstatement procedure listed below should be followed.

GAME TIME IS FORFEIT TIME!!! The Intramural Site Supervisor will have sole authority to declare a team forfeit as determined by their official watch. A **Forfeit** will be recorded when a team fails to show for a scheduled game without prior notification to the Intramural Sports Office, if a team does not meet the minimum number of required players (listed above) needed to show prior to game time in order for a default to be recorded, or if a team records 2 defaults during round robin league play.

In order to avoid any possibility of a team forfeit it is recommended that all teams should arrive at least **15 minutes prior** to the scheduled start of the game to check in with the Intramural Site Supervisor, to complete the scorecard, and to check out any necessary equipment for the game.

If neither team has the minimum number to start a game, the results will be recorded as either a default or a forfeit for both teams depending on the number of team members present.

Forfeits during round robin league play will result in suspension of that teams participation privileges and the reinstatement procedure below should be followed. The team will also receive 2 sportsmanship points for the forfeit. The opposing team in a forfeited game will receive 4 sportsmanship points for the game as long as it does not forfeit or default as well. A forfeit during the playoff tournament will eliminate a team from further competition.

Forfeit Bond: All teams will be required to pay as part of their registration fee a \$20 Forfeit Bond. When a team forfeits a round robin or playoff game or fails to attend the preseason captains meeting, the team will lose this \$20 bond and be required to follow the reinstatement procedure listed below. A team that defaults during the playoffs will lose \$10 of their Forfeit Bond. At the end of a sport season, any money left in a team's Forfeit Bond account

will be available for refund. Teams will have until December 20th of the same semester for Fall Sports and May 20th of the same semester for Spring Sports to request a refund of any leftover money in their Forfeit Bond account. Requests after these dates will be invalid and the team will not be able to receive a refund.

Reinstatement Procedure: Any team that fails to attend the preseason captains meeting will have until 5pm the following day to pay the \$20 forfeit bond reinstatement fee at the Recreational Sports Office. Teams that forfeit a regular season game or default two regular season games will 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 bond reinstatement fee at the Recreational Sports Office (142 McComas Hall) if they do not wish to be removed from the league and replaced with a team from the waiting list. The forfeit bond reinstatement fee for all sports is \$20.

NOTE: U.S.O.A. Tournaments or other weekend events may follow alternate forfeit/default reinstatement fee procedures that will be outlined in the Captains Info/Rules sheet distributed at the pre-season captains meeting.

Ejection Procedure

1. Any player, coach, or fan ejected from an intramural game for any reason must leave the playing area immediately if requested to do so by the official or intramural supervisor staff. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person.

Full Cooperation with the Intramural Staff by an ejected participant is strongly encouraged in order to insure the safety and reconciliation of the problem as swiftly as possible for all involved.

2. All ejected individuals should be given a notification form from the Intramural Sports Supervisor on duty (when possible) and will receive a letter/email notification from the Intramural Sports Program. The notice reads as follows:

“All participants, coaches, and fans that choose to participate in the Intramural Sports Program at Virginia Tech are expected to act in a sportsmanlike manner and comply with the spirit as well as the letter of the rules for each sport.

Any participant, coach, or fan that is ejected from the Virginia Tech Intramural Sports Program is ***immediately ineligible*** from further competition in all Recreational Sports Programs and from the use of recreational facilities until he/she is reinstated by the Intramural Sports Graduate Assistant.

It is the individual's responsibility to schedule an appointment within 14 days of the ejection with the Graduate Assistant to review his/her behavior and subsequent eligibility for participation in further Recreational Sports Programs and facility usage. Individual suspensions are effective only after meeting with the Graduate Assistant (i.e., no self-imposed penalties). Contact Drew Carney, Intramural Sports Graduate Assistant, via email at carneyd@vt.edu or call 231-8297 between 9:00am and 4:00pm Monday through Friday to set up an appointment.”

3. All ejected individuals must contact the 2nd Year Intramural Sports Graduate Assistant within 14 days of his/her ejection date. Any ejected individual who does not contact (either email or phone) the Intramural Sports Graduate Assistant within this time frame will be referred to the Virginia Tech Judicial Review Board. The following ejections will not require a meeting with the Intramural Sports Graduate Assistant for the first offense, but the Graduate Assistant will still contact the ejected participant:

9-on-9 Soccer – Red Card for deliberate hand ball to prevent a goal
Flag Football – Disqualification for tied flag belt

All other ejections will be classified under one of 3 levels:

Level 3 – Meeting with 2nd Year Intramural Sports Graduate Assistant

After meeting:

- a. Can sit next game -OR-
- b. Judicial Review “ADAPT” class at cost of \$50 – class must be completed within one month or ejection will automatically become a Level 1 ejection.

Level 2 – Meeting with 2nd Year Intramural Sports Graduate Assistant

After meeting:

- a. Must complete Judicial Review’s office “ADAPT” class at cost of \$50
- b. Ineligible from further Intramural activity until Judicial Review Board notifies Intramural Sports program of completion of the “ADAPT” class

Level 1 – Ejected participant(s) sent directly to the Judicial Review Board and will be ineligible for further Intramural activity for a period of no less than 6 months and up to total ineligibility for the remainder of the participant’s time at Virginia Tech. Level 1 ejected participants could face such sanctioning from the Judicial Review Board as having to take the anger management class at a cost of \$50.

4. Ejected participants are temporarily suspended from participating in any recreational sports program and from the use of recreational sports facilities until a meeting has been completed with the Intramural Sports Graduate Assistant and disciplinary action has been determined. Self-imposed punishment will NOT be accepted.
5. The 2nd Year Intramural Sports Graduate Assistant will handle all ejection meetings. The Coordinator of Intramural Sports may attend all ejection meetings as an observer and will only provide input if asked a specific question within the context of the meeting. The Coordinator will take notes during the meeting to be used to help with clarification or meeting discussion as well as in the case of an appeal made to the Assistant Director, Intramural Sports and Technology. It is the responsibility of the ejected participant to contact the 2nd Year Intramural Sports Graduate Assistant as outlined on the ejection notice form. Once contacted, the Graduate Assistant will be available to schedule an ejection meeting within 3 business days of the contact email/message being received from the ejected participant. If for some reason the Graduate Assistant is unable to schedule the meeting within that time frame, the Coordinator of Intramural Sports will handle the ejection meeting. If neither the 2nd Year Intramural Sports Graduate Assistant nor the Coordinator of Intramural Sports is able to schedule the meeting within that time frame, the 1st Year Intramural Sports Graduate Assistant will handle the ejection meeting. If an extremely

difficult conflict should occur that all 3 individuals are unable to schedule the meeting within that time frame, the meeting will be scheduled for the first available date that one of the 3 individuals is able to meet. The Assistant Director, Intramural Sports and Technology will handle all appeals. Meetings are conducted with the curiosity and opportunity to hear all sides of the situation before disciplinary action is determined, therefore it is in everyone's best interest that the meeting is conducted in a timely fashion.

Note: All one game disciplinary suspension decisions are final and not appealable. Disciplinary action given beyond a one game suspension is appealable to the Assistant Director, Intramural Sports and Technology and if still not satisfied, also appealable to the Director of Recreational Sports as the final step in the process.

6. Any ejected participant found to be playing with any intramural team prior to meeting with the graduate assistant will jeopardize the eligibility of that team and therefore remove that team from further participation in the league.

Eligibility

Eligibility for the intramural sports program is the responsibility of each individual participant and of the team captain. The Intramural Sports Staff does not assume the responsibility for checking the eligibility of all participants, however, we do reserve the right to investigate the eligibility of any participant and take appropriate disciplinary action against the individual/team in question. Each participant will be expected to present his/her validated Virginia Tech ID card or facility pass at any time when participating in any Intramural Sports activity. The **NO ID, NO PLAY POLICY IS IN EFFECT.**

1. The following are eligible for intramural sports provided they meet all eligibility guidelines:
 - A. Any comprehensive Recreational Sports fee paying undergraduate or graduate student, enrolled in a minimum of one credit hour, with a Hokie Passport ID is eligible until he/she withdraws from the university or fails to comply with eligibility guidelines.
 - B. Any faculty member or administrative personnel employed by the university with a Hokie Passport ID. **Visiting Scholars and Visiting Professors are not eligible!**
 - C. Any classified staff employee who works a minimum of twenty hours per week and has a university staff ID.
 - D. Spouses and/or Long-Term Guests **are no longer allowed** to participate in Intramural Sports.
 - E. Any person who has paid the comprehensive recreational sports fee.
 - F. **VT Alumni are NOT allowed to play Intramural Sports.**
2. Current varsity athletes may not participate in their sport or any allied sport (I.E. baseball player can't play softball) during the academic year. Varsity athletes must sit out the semester that follows their last varsity game, before being eligible for their sport or allied sport. (Summer session counts as a semester.) A maximum of 1-3, depending on the sport, current/ former varsity athletes may play on one team in any intramural sport. Only one current/former varsity athlete may play on a dual activity

team (i.e. Tennis Doubles, Racquetball Doubles, etc.), and no current varsity athlete may participate in their allowed individual/dual activity.

- A. A varsity athlete is defined as anyone who is on a varsity athletic team roster during the academic year, anyone practicing with a varsity squad in an attempt to make a roster, red-shirts, Proposition 48 students, and any scholarship player with eligibility remaining.
 - B. Former varsity athletes are defined as anyone who was a varsity athlete (as defined above in “A”) at any time within the past five years. The five-year limitation is defined from the semester that follows their last 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, depending on the sport. This is sport-specific. For example, you can have six members of the field hockey club on a softball team, but you can only have three members of the softball club. Only one sport club member may participate on a dual activity team in their allied sport (i.e. only 1 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 are ineligible to participate in their sport or allied sport.
5. Alumni, Spouses and Long-Term Guests are **not eligible** to participate.
6. No player may play as a member of two teams in the same sport unless one is a CoRec team and the other a single-sex team. NO EXCEPTIONS! If a player is determined to be playing on two teams, both teams will receive forfeits for games in which the player participated and be subject to paying the forfeit bond reinstatement fee. It is the team captain’s responsibility to make sure that all members of his/her team are aware of and follow all eligibility guidelines.
7. Women/Men are required to play in their specific single-sex divisions when offered unless participating on a corec team. (ex. A woman may not participate in a men’s division team or vice versa.)
8. To be eligible to compete in an intramural contest, each team member must have signed his/her name on the Assumption of Risk form and print his/her ID number on the back of the scorecard prior to the start of each game or have turned in a completed Assumption of Risk form at the time he/she registered for an Individual/Dual sport. (*For eligibility protests, please refer to Protest procedure.)
9. Any player who participates in an intramural sport under an assumed name shall be disqualified from that sport for the remainder of the season and the team for which the person plays will also be removed from league play. The Assistant Director or Coordinator for Intramural Sports may impose further suspensions after further review.

10. The **NO ID, NO PLAY POLICY IS IN EFFECT.** All intramural participants must furnish their Virginia Tech ID at every intramural activity. If a participant does not have their ID with them, he/she will not be allowed to play in that contest. No other form of ID will be accepted. No exceptions!
11. Any player, coach, or fan ejected from an intramural game for any reason must leave the playing area immediately if requested to do so by the official or intramural staff. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person. The ejected person is ineligible to play another game ***in any sport*** until he/she meets with the Intramural Sports Graduate Assistant and disciplinary action has been determined. **Note: Self-imposed punishment will not be considered or accepted.** (*Please refer to Ejection procedure.)
12. Teams found to have ineligible player(s), will receive forfeits for all games in which such player(s) have signed the scorecard. Teams will have until 5pm the 2nd business day after the forfeit to pay the forfeit bond reinstatement fee in order to remain in the league. If after 5pm the second business day the team has not paid the fee, the team will be removed from the league without option for refund. For USOA events, please check the specific Captain's Information Sheet for adjusted policy. Player(s) found to be ineligible will be suspended from play in that sport's gender classification (i.e. Men's/Women's or CoRec) for the remainder of the season.

Entry Procedures

Team Sport Participants:

1. Entries are taken based upon availability on a first come, first serve basis. If leagues are filled prior to the entry deadline, additional "on time" entries will be placed on a waiting list to be added only if an opening develops. (*Please refer to Wait List Team Procedures section.)
2. Anyone unable to find a team on which to play may fill out an individual registration for that sport. Attempts will be made to form a "free agents" team or place those individuals on a team that requests players. Placement of individuals on a team is not guaranteed, however, a full refund is available to all who are not placed.
3. Intramural entry registration periods can be found by checking the Intramural activities calendar, Intramural web page, or the Recreational Sports Office in 142 McComas Hall, Monday-Friday 8:00am - 5:00pm.
4. All Intramural registrations should be completed through the Intramural Web page. This can be done through any computer or through the two Intramural computers available in the main hallway of McComas Hall.

<http://www.recsports.vt.edu/intramurals/index.php>

5. Select the sport you are interested in registering for and then follow the on-line instructions in detail to register your team. Have necessary information such as captain and co-captain's names, addresses, telephone numbers, and email addresses on hand as well as team conflicts.
6. Acceptable payments for on-line entry fees are MasterCard and VISA. If preferred payment is by Hokie Passport, Check, Cash, or Money Order, applicants must go to 142 McComas Hall by 5pm the next business day to complete the registration process and secure a spot in the league. **NOTE: Your registration is NOT complete and you are not considered in a league until payment is received.** Checks and Money Orders are to be made out to Treasurer of Virginia Tech.
7. Attend the Intramural Sport captain's meeting listed on the webpage given upon confirmation of registration. If a team representative does not attend the captain's meeting or leaves without picking up their team's schedule, that team will be dropped from the assigned league and replaced with a team on the "waiting list". (* Please refer to wait list procedures.) Furthermore, the team will be assessed a forfeit bond reinstatement fee if the team wishes to be placed back onto the waiting list. (*Please refer to Reinstatement fee procedure.)

Wait List Team Procedures

1. If league schedule entries have reached the maximum capacity of teams or an entry is received after the posted registration deadline, your team will be placed on the "Waiting List" in the order the Intramural Sports Office receives **paid** registrations.
2. Waiting List teams must still have a representative at that sports' Captain's meeting listed on the email confirmation you received upon submitting your registration. Failure to have a representative at this meeting will result in forfeiture of your registration fee and your team being removed from the wait list until the forfeit bond reinstatement fee has been received. (*Please refer to the reinstatement fee section.)
3. In the event that other teams do not have representation at the Captain's meeting, waiting list teams will have the opportunity to fill in those open league spots according to the order of teams on the waiting list. If there are no open league spots, your team will temporarily remain on the waiting list.
4. If there are team forfeitures during regular season play and those teams fail to pay their forfeit bond reinstatement fee, the Intramural Sports Office will fill in the open league spots with waiting list teams in the order of registration.
5. If no regular season teams forfeit or if your team did not have the opportunity to fill in a league spot, your team may request a full refund of your registration fees, provided you were at the captains meeting. (*Please see Refund Policy for further information.)

Individual/Dual participants:

1. Intramural entry registration periods can be found by checking the Intramural calendar, Intramural web page, or the Recreational Sports office in 142 McComas Hall, Monday-Friday 8:00am - 5:00pm.
2. All Intramural registrations should be completed through the Intramural Web page. This can be done through any computer or through the two Intramural computers available in the main hallway of McComas Hall.

<http://www.recsports.vt.edu/intramurals/index.php>

3. Select the individual/dual sport you are interested in registering for and then follow the on-line instructions in detail to register. Have necessary information such as names, ID numbers, addresses, telephone numbers, and email addresses on hand for you and your partner in dual play.
4. No entry fees are required unless otherwise listed.
5. Once registration closes, you will receive an email confirming your registration.
6. Schedule availability dates will be emailed after registration closes. On the given date, registered participants must visit the Intramural Web page for Individual/Dual sports' rules, playing guidelines, and their playing schedule.

Wait List Individual/Dual Procedures

1. If Individual/Dual entries have reached the maximum capacity of individuals or registrations are received past the deadline date; you will be placed on the waiting list.
2. If the opportunity is available, the Intramural Office will place you into league play by week two of competition. Upon confirmation of being placed into league play, wait list individuals must visit the Intramural web page and read the guidelines, rules, and procedures for their registered sport.

Equipment

- A. Knee braces made of hard unyielding material are illegal unless covered with at least 1/4 inch of closed-cell slow recovery rubber or other material of the same minimum thickness and having similar physical properties (such as the Lenox Hill Sport sleeve or neoprene sleeve).

B. All jewelry, with the exception of health or medical alert bracelets, must be removed before any participant is permitted to play. Taping over jewelry will not be permitted!

C. Shoes:

1. Shoes must be worn during all sports contests except Innertube Water Polo.
2. **COURT SHOES MUST BE WORN IN THE GYM.** Shoes must be of soft leather or canvas uppers.
3. Hiking boots, combat boots, or street shoes are not permitted.
4. **NO METAL SPIKES OR METAL SCREW-INS ARE PERMITTED.**
5. For soccer, shoes with front toe spikes are not permitted.

D. For flag football, basketball, and soccer, we strongly recommend that the teams purchase team uniforms for play. Pennies may be checked out from the equipment supervisor with a valid Virginia Tech ID.

E. Other equipment for play may be checked out from the equipment supervisor with a valid Virginia Tech ID. If you are in the gym, equipment may be checked out from the equipment room located on the first floor of War Memorial Gym.

Athletic Apparel

All Intramural participants are encouraged to wear appropriate athletic attire while participating, such as T-shirts, shorts, warm-up suits, or sweat suits. Participants are not allowed to participate wearing no shirt or only a sports bra with shorts or a bathing suit top with shorts. They 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.

Protests

Protests involving officials' judgment will not be accepted. The only protests that will be accepted are those based on rule interpretation or player eligibility. The following procedures should be used when making a protest:

Rules Interpretation

1. Immediately notify the official and the opposing team in a sportsmanlike manner that you would like to protest the interpretation of the rule before the next play or live ball. This must be done immediately after the rule was enforced. You will not be permitted to protest if you realize later in the game or anytime after the next live ball that the situation or rule was handled incorrectly.
2. The official should explain his/her ruling.
3. If you think the ruling is still wrong, ask the official to get the supervisor. If the official(s) are hesitant or refuse to summon the supervisor, then the team captain shall be responsible for securing the supervisor. The team captain shall refuse to continue

play until the supervisor arrives at the court/field and makes a ruling regarding the protest.

4. The supervisor will then rule on the situation and his/her ruling will be final for that night. If you think the supervisor is also wrong, inform him/her that you would like to play the game under protest and continue the game from that point. The supervisor must document the contest facts (player name, team played for, score, ruling, date, time, site number, time remaining in the contest, etc.) and file a report with the Coordinator of Intramural Sports.
5. The protesting team captain must also file a formal protest with the Intramural Sports Office by 12:00 noon the day following the incident and pay the \$10 Protest fee. If the team representative fails to file a formal protest and pay the protest fee, the protest will be denied. **Please see Appendix for a copy of the Protest Form.
6. The Coordinator of Intramural Sports will rule on the protest during the next business day. If the protest is upheld the \$10 fee will be refunded. If the protest is denied, the \$10 fee will not be refunded.

Player Eligibility

1. To protest the eligibility of a player(s) on the opposing team, the team captain should notify the official and the site supervisor. If the official is hesitant or refuses to summon the supervisor, the team captain shall be responsible for securing the supervisor. The team captain shall refuse to continue play until the supervisor arrives at the court/field to make a ruling on the protest.
2. The supervisor will hear the protest and notify the opposing team captain. If the player(s) in question is/are removed from the game then no further penalty is required.
If the player(s) in question continues to play in the contest, then the supervisor must document the contest facts with the Coordinator of Intramural Sports.
3. The protesting team captain must also file a formal protest with the Intramural Sports office by 12:00 noon the day following the incident and pay the \$10 protest fee for **each** player under protest. If the team representative fails to file a formal protest and pay the protest fee then the protest will be denied. **Please see Appendix for a copy of the Protest Form.
4. If a formal protest is completed, the Coordinator of Intramural Sports will rule on the protest during the next business day. NOTE: If a player(s) is/are found to be ineligible, they will be suspended from play (when possible) and the team will be removed from further participation in the league. If a protest is upheld, the \$10 protest fee for each person found ineligible will be refunded. If a protest is denied, the \$10 protest fee for each person found to be eligible will not be refunded.

5. All eligibility protests must be brought to the attention of the supervisor by the specified deadlines listed below:
 - A. Basketball: Must protest prior to the start of the second half.
 - B. Bowling: Must protest prior to the second game of a match.
 - C. Dodgeball: Must protest prior to the start of the second game
 - D. Flag Football: Must protest prior to the start of the second half.
 - E. Indoor Soccer: Must protest prior to the start of the second half.
 - F. Soccer: Must protest prior to the start of the second half.
 - G. Softball: Must protest prior to the first pitch of the second inning.
 - H. Team Darts: Must protest prior to the second game of a match.
 - I. Volleyball: Must protest prior to the second game of a match.
 - J. Wallyball: Must protest prior to the second game of a match.
 - K. Water Polo: Must protest prior to the start of the second half.

6. If the player in question arrives after these times, the protest must be made immediately when the person arrives.

Refunds

- A. **REFUND POLICY:** Any “**waiting list**” team that has paid their entry fee and attended that sport’s captains’ meeting has the choice to receive a refund of their entry fee if they chose to not be entered into regular season play due to another team’s forfeiture. Waiting list teams that do not attend the captain’s meeting will subsequently forfeit their team registration fee. The team may choose to pay the forfeit bond reinstatement fee to be put back on the bottom of the waiting list, and this fee will be the only fee available for partial or full refund. Any team with a balance in their forfeit bond account at the end of a sport may also request a refund of this balance (requests must be made by December 20th of the same semester for Fall Sports and by May 20th of the same semester for Spring Sports).
- B. No Registration or Forfeit Bond Refunds will be given for teams that do not attend the captain’s meeting or fail to pick up their schedule at the meeting.
- C. The team representative must request all refunds **in writing** (may be via email) to the Coordinator of Intramural Sports. The request must include: Team name and Requestor’s name, address, and student ID number.
- D. Refunds will be mailed to the requestor of the wait list team upon verification and approval of the submitted written refund request. Please allow 6-8 weeks for processing time to receive your refund.
- E. All teams are guaranteed at least 2 games (includes any games where either team forfeits or defaults, but does not include Rain Outs). If a team should have all of its Round Robin league games Rained Out and they get placed in the Advanced or Intermediate playoffs (6 team Round Robin leagues) or either playoff bracket (4 team Round Robin leagues only), they will have an opportunity to request a \$10 refund if they should lose in the first round of the playoffs. This opportunity is not available to teams in the Beginner playoffs (6 team

Round Robin leagues only). If a team originally on the waiting has its only scheduled Round Robin league games Rained Out prior to playoffs, they will also have the option of requesting a \$10 refund if they should lose in the first round of the playoffs (Advanced and Intermediate divisions only for 6 team Round Robin leagues only, or either division for 4 team Round Robin leagues). No other refunds will be allowed for teams who have at least 2 scheduled games that are not Rained Out.

Rosters

- A. Additions to the team roster can be made through the team's second scheduled game provided that:
 - 1. Added player is not or has not played on any other team unless properly removed from the other team's roster.
 - 2. When the team is called by the Intramural Sports staff (due to a forfeit/default by the other team) and told they do not need to show up to the game, that will not count as a scheduled game. Rainouts do not count as scheduled games. When a team shows up to the field and the other team forfeits/defaults AT THE FIELD, that WILL count as a scheduled game.
- B. Additions to the roster will be made when the person signs the assumption of risk form on the back of the scorecard and shows a valid Virginia Tech ID.
- C. An individual who has played for a team and wishes to remove him/herself from that team's roster has seven days from the first time he/she plays with the team to fill out a Roster Deletion Form. After seven days the individual will not be able to remove him/herself from the team. If the individual wishes to play with another team in the same league (i.e. Mens, Womens, CoRec) prior to the seventh day, he/she must fill out the Roster Deletion Form prior to playing with the new team. If he/she plays with the new team prior to filling out the Roster Deletion Form, he/she will be ineligible for further games with both teams and both teams will be assessed a forfeit for games he/she played. (**Please see Appendix for a copy of a Roster Deletion Form. Only 1 team removal per league per sport for each individual.)

Sportsmanship

As stated in the Intramural Sports Mission Statement, our purpose is to provide exercise, recreation, and fun to our participants in a relaxed, yet structured environment. Everyone is encouraged to play to the best of their abilities, but cheating, verbal and physical abuse and a win-at-all-costs attitude are considered inappropriate. Having these principles of sportsmanship in our foundation is necessary to facilitate the spirit of competition. Therefore a team sportsmanship rating system has been developed to encourage ethical conduct at all Intramural contests.

In round robin play teams must have a minimum average sportsmanship rating of "3.0" to be eligible to participate in the playoffs. Teams that receive a "1.0" rating for any game during the regular season must meet with the Intramural Sports Graduate Assistant in order to be eligible to play their next contest. If a game is not completed due to any circumstances, the sportsmanship rating earned will stand regardless if the game is official or not. During playoffs, teams must have an average sportsmanship rating of "3.0" or better in each game to advance. If a

team receives below a “3.0” sportsmanship average in any playoff game, they will be removed from the playoffs and replaced with the team whose average was above a “3.0”. If neither team receives a “3.0” rating, both teams will be removed.

After each game, teams will be given a sportsmanship rating by the game officials, opposing team captain, and site supervisor (when possible) according to the sportsmanship displayed. The following rating system will be used as a guideline:

- “5” Excellent Conduct and Sportsmanship - Players cooperate fully with the officials and other team members. The captain calmly converses with officials about rule interpretation and calls. The captain also has full control of his/her teammates.
- “4” Good Conduct and Sportsmanship - Team members verbally complain about some decision(s) made by the officials and/or show minor dissension. Teams receiving an unsportsmanlike penalty/foul will not be eligible to receive a rating higher than a 4 for that game. Teams who win by default or win by forfeit will receive a 4 sportsmanship rating for that game.
- “3” Average Conduct and Sportsmanship - Team displays verbal dissent towards officials and/or the opposing team. Teams receiving more than 1 unsportsmanlike penalty/foul will not be eligible to receive a rating higher than a 3 for that game. Teams who default will receive a 3 sportsmanship rating for that game.
- “2” Below Average Conduct and Sportsmanship - Team constantly comments to the officials and/or opposing team from the field and or sidelines. The team captain exhibits little or no control over teammates or himself/herself. Team must have received at least 1 unsportsmanlike penalty/foul during the game to receive a 2 or below. Teams who forfeit will receive a 2 sportsmanship rating for that game. Any team with an unsporting ejection can NOT receive higher than a 2 sportsmanship rating.
- “1” Poor Conduct and Sportsmanship - Captain has no control over teammates and/or himself/herself causing an ejection to ensue. Team is completely uncooperative. Any team causing a game to be forfeited, other than by not showing, may receive a “1” rating.

NOTE: **SPORTSMANSHIP IS CONTAGIOUS. BE A SPORT!**

Structure

- A. The following team sports will be placed into 6 team Round Robin leagues for regular season play: 9-on-9 Soccer, Volleyball, Flag Football, 5-on-5 Basketball, Innertube Water Polo, and Softball. Teams will have the option to register as Advanced, Intermediate, or Beginner. The 6 team Round Robin leagues will be setup as close as possible to a composition of 2 Advanced teams, 2 Intermediate teams, and 2 Beginner teams (depending on the number of registrations for each level). Teams will be scheduled for 2 Round Robin league games. The Advanced and Intermediate playoff brackets will be single elimination brackets. The

Beginner playoffs will be setup as a number of 4 team brackets where the winners of the 1st game will play each other in the 2nd game and the losers of the 1st game will play each other in the 2nd game.

All other non-USOA sponsored team sports will be placed into 4 team Round Robin leagues for regular season play. Teams will have the option to register as Advanced or Beginner (no Intermediate level). The 4 team Round Robin leagues will be setup as close as possible to a composition of 2 Advanced teams and 2 Beginner teams (depending on the number of registrations for each level). Teams will be scheduled for 3 Round Robin league games. The Advanced and Beginner playoff brackets will be single elimination brackets.

USOA sponsored team sports will be either 6 team Round Robin leagues, 4 team Round Robin leagues, or 3 team Round Robin leagues, depending on the number of registrations. Teams will be scheduled for a minimum of 2 Round Robin league games. The number of playoff levels will depend on the number of registrations, but will not be more than 2 levels (Advanced and Beginner).

- B. Non-USOA sponsored team sports will have their Round Robin league games played during a 3 week period.
- C. As long as teams meet the following guidelines, **all** teams will be placed into playoff brackets based upon their Round Robin final placement:
 - 1. Have no forfeited games and less than two defaults without paying the forfeit bond reinstatement fee.
 - 2. Have at least a “3.0” sportsmanship average over the three week round robin schedule.
- D. The following point system will be used to determine the place your team finishes in the league: Win = 3 points; Tie = 1 point; Loss (Default or Forfeit) = 0 points.
- E. If a tie exists at the end of the regular season play, the following tie-breaking system will be used:
 - 1. Winner in head to head competition wins the tie.
 - 2. Point Differential
 - 3. Sportsmanship Average
- F. For the team sports where 6 team Round Robin leagues are used, teams will be placed into the 3 playoff levels based on Round Robin standings. Where all games are played within a Round Robin, the top 2 teams will be placed in the Advanced playoffs, the middle 2 teams will be placed in the Intermediate playoffs, and the bottom 2 teams will be placed in the Beginner playoffs. All teams will have the option of requesting to be placed in the Advanced playoffs or the Beginner playoffs. All requests for the Advanced playoffs will be honored. All requests for the Beginner playoffs will be reviewed and a decision on placement will be made by the Intramural Sports Staff. There will be no option to request the Intermediate playoffs. If a team (originally not on the waiting list when the Round Robin games begin) should play less than 2 Round Robin league games due to Rain Outs/Cancellations, Win by Default, or Win by Forfeit, that team may be placed in the playoffs where their Round Robin

standing puts them, request the Advanced or Beginner playoffs, or request to be placed in the playoffs according to how it registered for Round Robin league play. Games where a team forfeits or defaults are considered played games for the forfeiting or defaulting team only. If a team originally on the waiting list and scheduled for only 1 Round Robin league game should not play that game due to Rain Out/Cancellation, Win by Default, or Win by Forfeit, that team may request the Advanced or Beginner playoffs, or to be placed in the playoffs according to how it registered for Round Robin league play. All requests for playoff placement MUST be made on the Playoff Conflict Sheet submitted via the Intramural website.

For the team sports where 4 team Round Robin leagues are used, teams will be placed into the 2 playoff levels based on Round Robin standings. Where all games are played within a Round Robin, the top 2 teams will be placed in the Advanced playoffs, the bottom 2 teams will be placed in the Intermediate playoffs. All teams will have the option of requesting to be placed in the Advanced playoffs. All requests for the Advanced playoffs will be honored. There will be no option to request the Beginner playoffs. If a team (originally not on the waiting list when the Round Robin games begin) should play less than 3 Round Robin league games due to Rain Outs/Cancellations, Win by Default, or Win by Forfeit, that team may be placed in the playoffs where their Round Robin standing puts them, request the Advanced playoffs, or request to be placed in the playoffs according to how it registered for Round Robin league play. Games where a team forfeits or defaults are considered played games for the forfeiting or defaulting team only. If a team originally on the waiting list and scheduled for only 1 or 2 Round Robin league games should not play either of those games due to Rain Out/Cancellation, Win by Default, or Win by Forfeit, that team may be placed in the playoffs where their Round Robin standing puts them, request the Advanced playoffs, or request to be placed in the playoffs according to how it registered for Round Robin league play. All request for playoff placement MUST be made on the Playoff Conflict Sheet submitted via the Intramural website.

For USOA sponsored team sports, playoff brackets will be created and handed out at the captain's meeting along with the Round Robin league schedule. There will be no Playoff Conflict Sheet available for USOA sponsored team sports so teams will need to be ready to play as scheduled. There will be no requests taken for placement into the playoff brackets. When 3 team Round Robin leagues are used, only the top 2 teams from each Round Robin are guaranteed to advance to the playoff brackets, and they will be placed into the level they originally registered for (unless there is only one level being used, in which case all teams will be in the same playoff bracket). When 4 team Round Robin leagues are used, only the top 3 teams from each Round Robin are guaranteed to advance to the playoff brackets, and they will be placed into the level they originally registered for (unless there is only one level being used, in which case all teams will be in the same playoff bracket). When 6 team Round Robin leagues are used, all teams will advance to the playoff brackets, with the top 3 teams based on Round Robin standings being placed in the Advanced playoff bracket and the bottom 3 teams being placed in the Beginner playoff bracket.

- G. All teams will be given the chance to submit an online playoff conflict sheet during the second week of round robin play. The team conflict sheet will be used as a guideline to assist the Intramural Office during playoff scheduling. If proper instructions are followed

when completing the form, every effort will be made to schedule around those conflicts. If a conflict sheet is not turned in, then a team may be scheduled at any time. No reschedules will be made once the schedule is posted unless there is an error made by the Intramural Office.

- H. Playoff brackets will be posted on the Intramural Sports web page the Saturday before playoffs by 1:00pm for all teams.

<http://www.recsports.vt.edu/intramurals/new/index.html>

NOTE: PLAYOFF TIMES WILL NOT BE GIVEN OVER THE PHONE. YOU MUST CHECK BRACKETS ON THE WEB PAGE YOURSELF EVERY DAY AFTER 1:00pm.

Team Members' Responsibilities

- A. Each team member must have signed his/her name on the Assumption of Risk form on the back of the scorecard prior to the start of each game.
- B. **GAME TIME IS FORFEIT TIME!** Each night of the season players should arrive at the field 15 minutes prior to the game in order to sign in by:
1. Printing his/her name **legibly** on the scorecard.
 2. Showing valid Virginia Tech ID: **NO ID, NO PLAY, NO EXCEPTIONS!**
- C. Be aware and have knowledge of all rules, policies, and procedures of the Intramural Sports Program. Ask your team captain or Intramural staff regarding questions you may have concerning Intramural Sports or visit the Intramural Sports web page to view the manual at: <http://www.recsports.vt.edu/intramurals/index.php>
- D. Refrain from verbally or physically abusing the game officials or Intramural Sports supervisor staff.
- E. Positively reflect and actively uphold the values of Virginia Tech Intramural Sports including promotion of the values of fun, fitness, participation, social interaction, and fair competition.

Additional Policies

- A. When choosing a team name, please limit it to 20 characters. Ensure that the selected name is in good taste and not offensive. We reserve the right to refuse and alter any inappropriate names.
- B. No alcohol or tobacco products are allowed at any Intramural site. Teams and their spectators found in violation of this policy are subject to forfeiture/suspension from the

Intramural program and may be reported to the University Judicial Affairs office as well as the University Police.

- C. No parking is allowed on the SRA fields, in the gravel area beside the SRA shed, or across the street from the SRA shed in the grass. **Towing will be enforced!** Please park in areas designated as University parking.
- D. The Assistant Director of Intramural Sports, Coordinator of Intramural Sports, and the Recreational Sports Department will use professional discretion when necessary to make adjustments and exceptions to these policies and procedures.

Virginia Tech
Department of Recreational Sports
INTRAMURAL SPORTS
PROTEST INFORMATION 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 earned the protest.

For Office Use Only:

Day Received: _____ Time Received: _____ am/pm

Protest: Upheld _____ Denied _____ Staff Initials _____

Virginia Tech
Department of Recreational Sports

**Intramural Sports
ROSTER CHANGE FORM**

Roster Deletion

Deletions from a team roster must be made within 7 days of playing of first playing with a team! After 7 days, deletions are not allowed! To play with another team within that 7 day period, this form must be filled out prior to playing with the new team!

NO EXCEPTIONS!

Date: _____

Sport/Activity: _____

Player Name: _____

ID #: _____

Team Name: _____

Division/League: _____

Day of Play: _____

Time of Play: _____

Signature: _____