



RECREATION

Intramural Sports Participants Manual

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PURPOSE

The purpose of this handbook is to establish policies and procedures that govern participation in the Intramural Sports Program. Please note that it is the responsibility of each team/participant to know and understand these policies and procedures. Ignorance of any Intramural Sports policy is not an excuse for failure to comply. The Intramural Sports Program reserves the right to modify these rules in whole or in part at any time as necessary. If you have questions, comments, or suggestions for these rules or the Intramural Sports Program in general, please feel free to contact the Intramural Staff.

Intramural Sports Highlights:

- Participation
- Fun Competition
- Healthy Spirit
- Sportsmanship
- Teamwork

Why participate in Intramurals?

- Fun opportunity to be active
- Easy way to be involved on campus
- Great way to meet new people
- Avenue to display your athletic skills

NORTHERN ILLINOIS UNIVERSITY CAMPUS RECREATION MISSION, VALUES, AND VISION

Mission: In alliance with the educational mission of Northern Illinois University (NIU) and the Division of Student Affairs, Campus Recreation engages students in achieving lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, employment, and leadership development opportunities.

Vision: Campus Recreation strives to be a national leader in the recreation industry and an integral component of the campus community by providing excellence in recreation, diverse opportunities, and student learning.

Values: NIU Recreation has defined these values as important guiding principles to fulfill its vision and mission:

Reputation for Excellence

- We strive for excellence through dedicated leadership towards the progression of industry standards and the global advancement of the profession.
- We strive to be leaders in the field of recreation by their positive example to the campus community.

Collaborative Partnerships Focused on Student Learning

- We believe in building collaborative relationships with community partners that provide stimulating opportunities for engaging students in learning and developing leadership and critical thinking skills through self-discovery, experiential education, and team building.

Student/Patron-Centered Service

- We focus on participant needs by responding with quality programs and services.

Establishing an Inclusive Community

- We recognize and appreciate diverse cultures, experiences, and traditions that contribute to the mission of NIU.
- We strive to provide comprehensive programs that encourage everyone to engage in pursuing healthy lifestyles.

Citizenship

- We are committed to teaching others that ethics, respect for others, and appreciation of differences are integral components of recreation.

Accountability

- We acknowledge that accountability and professionalism are essential components of an effective team.
- We understand the inherent risks involved in sport, exercise, and play, and actively pursue a safe and well-maintained environment.

Developmental and Dynamic

- We provide a variety of activities for exploration, learning, and attainment of personal goals to enhance individual growth.
- Valuing an ever-changing world, we are invested in adapting as the University and society changes.

Department Program Goals

- Provide a learning environment to engage individuals in educational and healthy lifestyle pursuits.
- Encourage individual improvement of health, wellness, and personal growth.
- Provide a customer-centered environment that is welcoming, responsive, and inclusive.
- Provide an aesthetically-pleasing, safe and comfortable environment conducive for recreation.
- Provide appropriate space, equipment, and supervision to support patron recreational needs.
- Promote and support staff development (student, part-time, and full-time).
- Be good stewards of resources by maximizing programs and services, streamlining operations, and seeking appropriate revenue generation and resource opportunities.

DIVERSITY

NIU Intramural Sports strives to create a community of students, employees, faculty, and staff in which everyone is 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 PROGRAM

Intramural Sports provides a quality recreation experience for the NIU Student, Faculty, and Staff Recreation Members. The program emphasizes participation and fun competition through tournaments and leagues while fostering a healthy atmosphere of competition, sportsmanship, and teamwork.

Winning and losing are mere outcomes, Intramural Sports sole purpose is to give the participants an avenue to display one's skills and provide an experience worth signing up for. Abusive language and manipulation of the rules are not a part of the game. What is part of the game is the pure satisfaction of participation, getting fit, and playing sports you'll enjoy.

Without your opponent, there is no game, no contest, no memories, and no fun. You are indebted to them as they are to you.

Whether you were a varsity star, a fifth-string quarterback, or have never participated in a sport, the Intramural Sports program is the perfect way to be active and involved, meet new people, and have fun. Students participate in the program along with officiating and supervising the activities. Officials are employed regardless of previous experience and participate in training clinics and staff evaluations to help them constantly improve their abilities. Supervisors are trained to handle game conflicts and answer questions participants have regarding rules, policies, procedures, and program information.

Leagues of a diverse amount of individual and team sports are offered in the Fall and Spring semesters, with each semester split into two quarters to maximize the opportunity for participants to sign up for as many sports as possible. Different leagues include Greek, Open, and Co-Rec along with different divisions including A for competitive play and B for recreational play.

WAIVER/ASSUMPTION OF RISK

All students are required to check in with Intramural Staff at the game site and sign the waiver of liability before participating in the respective activity. Neither Northern Illinois University (NIU) nor Campus Recreation assumes any responsibility for injuries received during Intramural Sports, special events, or other recreation activities. While we strive to provide safe and well-supervised activities, there is an inherent risk for physical injury and/or death in all sports activities. It is highly recommended that all Intramural Sports participants undergo a medical examination and obtain their own medical coverage or verify their coverage under another policy, a parent's or otherwise. All injuries that occur during Intramural play should be immediately reported to the Intramural Supervisor on duty. The supervisor will handle the incident in accordance with the Campus Recreation emergency procedures. All of the Competitive Sport Supervisors on duty are CPR, First Aid, and AED certified.

NORTHERN ILLINOIS UNIVERSITY CAMPUS RECREATION CONCUSSION PROTOCOL

1. Require all Campus Recreation Competitive Sports supervisors who are trained in CPR/AED, and Club Sports executive board members, to watch an online concussion awareness video sponsored by the Center for Disease Control and Prevention (CDC): HEADS UP to Youth Sports at <https://www.cdc.gov/headsup/youthsports/training/index.html>. The video is 30 minutes long, and at the end of the video, there is an opportunity to print a completion certificate. Once the employees have viewed the video, Competitive Sports can provide refresher information on concussions during regular staff training.

2. If a student in one of our supervised facilities or Competitive Sport events suffers an injury where the mechanism of injury (blow or jolt to the head or body from contact with another player, surface, or equipment) could result in a concussion, the student employee who cares for that person should look for immediate signs of a concussion. According to the CDC, a person exhibiting or self-reporting the following signs/symptoms should seek immediate medical attention. If an injured person exhibits any of the following signs, call 911. All Campus Police are EMT certified and can properly treat concussions. Give the Concussion Awareness sheet from the Competitive Sports binder (signs/symptoms of a concussion, possible consequences of returning to play before the concussion has healed, how to contact NIU Health Services to make an appointment to be checked for a concussion) to the injured party, or to a teammate who can pass the info on to the injured party:

- Loss of consciousness for any duration
- Dazed or stunned
- Has anxiety
- Confused, restless, or agitated
- Memory loss of events prior to injury
- Struggling with balance
- Responds slowly to questions
- Vacant or glassy eyed
- Slurred or incoherent speech

A Competitive Sports supervisor on the scene should ask some basic 'who, what, where, and time' questions:

- Where are we?
- What day is it?
- What is the score of the game?
- What is 11 subtracted from 35?
- How are you feeling? (This will give signs of symptoms)

Some symptoms of a concussion will include:

- Headache
- Fatigue
- Nausea or vomiting
- Convulsions or seizures
- Weakness, numbness, or decreased coordination
- Blurred vision or double vision
- Slow reaction time
- Sensitivity to light or noise
- Personality change
- Sluggish
- Zoned out
- Issues with concentration
- Inability to answer questions correctly

- Disequilibrium
- Dizziness
- Memory loss

3. If the injured party exhibits any of the above signs/symptoms, but refuses advanced medical care, they will not be allowed to continue play for the rest of the day/night. They should be given the Concussion Awareness sheet from the Competitive Sports binder and encouraged to seek medical assistance. Make sure the injured party remains with a friend or teammate upon leaving the facility and encourage to avoid immediate sleep.

As stated above, return to play the same day as injury will NOT be considered. Moving forward, a medical clearance form or written note from a health care professional or doctor will be required before participant may return to practice or play and be presented to Competitive Sports staff.

All students receiving a concussion or exhibiting signs/symptoms of this injury are required to self-report their injury to the Competitive Sports staff. If staff finds out about an injury that was not reported, it will be considered a violation of the student code of conduct, and the case will be sent to the student conduct office.

4. If the injured person does not exhibit any of the above symptoms, but the mechanism of injury could result in a concussion, the student employee who is caring for that person should give him/her the Concussion Awareness sheet from the Competitive Sports binder and encourage them to seek medical assistance if they develop any signs/symptoms. Return to play would be up to the discretion of the injured party.

PHOTO RELEASE FORM

Included in the waiver is a statement giving the Campus Recreation rights to post event photographs on the Campus Recreation website, in advertisements, on the Intramural Wall of Champions, Campus Recreation Facebook, etc. Hence, by signing the waiver to participate in Intramural play, you are also signing a photo release form.

BLOOD PATHOGENS POLICY

When an Intramural Sports Staff member observes a player is bleeding, has an open wound, or has blood on his or her uniform/clothes, the player will be directed to leave the game. The injured player is not to return until the bleeding has stopped, the open wound is covered, and the uniform (if there is blood on the uniform) is changed. The game may resume without the injured player at the discretion of the Intramural Staff. The player who was injured may only return to play based on the discretion of the Intramural Sport Supervisor.

NIU ONECARD

All participants are required to show their current NIU OneCard before every contest. It does not matter if the Intramural Staff recognizes you from previous games, the ID is **ALWAYS** required. No exceptions! If you have lost your card, you must purchase another one at the OneCard office during their office hours to be able to participate in Intramural activities. If a participant does not have his or her OneCard, he or she will not be allowed to play.

ILLEGAL ONECARD USE

A participant may not play under an assumed name or with the use of another person's NIU OneCard. If this happens, the student who used the NIU OneCard illegally will become ineligible for the remainder of the Intramural Sport's season, and the team shall forfeit the games in which the student played. Additionally, the OneCard will be confiscated by the Intramural Staff. Further penalties may be imposed to the offender and/or the owner of the NIU OneCard as determined by the Recreation Program Coordinator for Intramural Sports.

FACILITIES

The Student Recreation Center (SRC) is located on the Southwest corner of Annie Glidden and Lucinda Road. Additionally, it is across the street from the residential halls of Douglas and Lincoln. The Chick Evans Field House (FH) is also located at the corner of Annie Glidden and Lucinda on the Southeast side of the intersection. The Outdoor Recreation Sports Complex (ORSC) is located on the Northeast side of the Convocation Center. Furthermore, the ORSC is located on the West side of Stevenson Residence Hall Towers.

To park in the Student Recreation Center (15E) or Chick Evans Field House (Lot C) lots, one must have either a Blue or Yellow NIU parking pass Monday - Friday. After 5:00pm Monday – Friday no permit is required to park at either location. There is pay to park meters located in the Student Recreation Center's lot but not at the Chick Evans Field House. However, you can pay to park and walk across the street. The meters are located at the Student Rec Center entrance and are enforced at all times (Limit 2 hours). For additional information about parking, visit: <http://www.niu.edu/parking/>

WEATHER

Weather is an issue when hosting outdoor sports. If the games are cancelled, an email and text message will be sent out via IMLeagues. Make sure to mark "receive text messages" and add your cell phone number to your account when creating your IMLeague profile to receive up-to-date weather information. Due to scheduling limitations, if an Intramural league game is cancelled due to inclement weather, it may NOT be rescheduled.

CLOTHING AND JEWELRY RESTRICTIONS

5-finger shoes are not allowed in any Intramural activity for safety reasons. An example of these would be Vibrams. If you show up to participate in these shoes, you will not be allowed to participate. In all indoor sports, non-athletic shoes are not permitted. Participants must wear athletic shoes to compete in any Intramural event.

No jewelry shall be worn at any time during participation of an Intramural Sport. The only exception is a medical alert bracelet/necklace. If a medical alert bracelet/necklace is worn, the participants will be required to tape it down to his or her person for safety reasons. Even if it is meant to enhance your performance, you will be required to take it off. This includes Livestrong bracelets and Power Balance bracelets. Bandanas and doo rags with a knot are not permitted in any Intramural activity for safety reasons. If a participant fails to remove their jewelry and or wristbands, NIU Recreation will not be deemed responsible for any damage that may occur to that given item.

Numbers may **NOT** be taped (duct tape, medical tape, athletic tape, electrical tape, etc.) to the front or back of a jersey/shirt. A jersey can be a simple T-shirt with a number drawn on it with a sharpie. Numbered jerseys will be provided by the Intramural Program when needed.

Each sport has its own rules and regulations which vary from sport to sport. Specific sport rules can be found on the Intramural Sport website and IMLeagues.

TEAM UNIFORMS

Each sport has different uniform regulations, which are located in the rules of each sport. Some require numbers and some do not. To reiterate a previous policy, numbers may not be taped on the front or back of the uniforms. The Intramural Staff will be flexible regarding the matching of jersey colors for teams. For example, if your team has decided to wear red jerseys, pink would be an acceptable match. Additionally, white and grey are acceptable to be worn by the same team. An example of two colors which would not work would be green and blue. The Intramural Staff will determine whether two team colors are different enough to be permissible for play.

EQUIPMENT REQUIRED

All sporting equipment will be provided for the participants except for personal sport gear. We encourage participants to bring their own equipment so that your team has sports equipment to use for warm-up. It is a requirement that all teams use the sports equipment provided by the Intramural Staff, so it meets the sport and safety requirements. Participants may not use their own hockey stick for Floor Hockey, only the sticks provided by Intramural Sports will be

acceptable. The Intramural Program will ensure that enough equipment is offered for the sport/event to occur. Depending on the sport, a player can use their own equipment as long as it is checked over by an Intramural Supervisor before the game starts (i.e., a quarterback can use his or her own ball on offense during a Flag Football game).

EQUIPMENT DAMAGE

Any equipment that is damaged, lost, or stolen by a participant will be charged to the individual's student's (bursar) account in the amount equivalent to cost to replace the damaged, lost, or stolen equipment, including shipping and handling costs.

ADAPTIVE EQUIPMENT

NIU Campus Recreation is strongly committed to increasing diversity within its community. NIU Campus Recreation will strive to provide individuals with disabilities reasonable accommodations to participate in these activities, programs and services. Individuals with disabilities requiring an accommodation to participate should call (815) 753-0516 in advance of participation.

At the discretion of the Recreation Program Coordinator for Intramural Sports, adaptive equipment will be incorporated into a sport activity, as necessary, to promote inclusion for all of our participants.

DRUGS, ALCOHOL & TOBACCO

The use of tobacco products, including vapor cigarettes, by participants, spectators, and staff at Intramural activities is prohibited. The use, possession, sale and/or consumption of alcohol/drugs at any Intramural activities are strictly prohibited and in violation of NIU conduct regulations for faculty, staff, and students. In addition, players or spectators who have consumed and/or are under the influence of alcohol/drugs are a safety concern both to themselves and other at the contest. Individual(s)/team(s)/captain(s) will not be allowed to play or spectate after consuming or are suspected of consuming alcohol/drugs. If the contest has begun, player(s) will immediately be removed from the contest and facility. Incidents may be reported to the Office of Student Conduct and Community Standards.

PETS

Personal pets are not permitted at the Student Recreation Center, Chick Evans Field House, Gabel Pool, Anderson Pool, or at the Outdoor Recreation Sports Complex, with the exception of

service dogs. Service dogs must be kept on a leash at all recreation sites. The owner is responsible for any waste the pet produces.

MOCKERY RULE

No participant(s) or team(s)/organization(s) shall be permitted to make a travesty/mockery of an Intramural activity. Those participant(s) or team(s)/organization(s) that demonstrate actions considered to make a mockery (i.e., purposely shooting at the wrong basket, running football plays during a basketball game, purposely losing a game, etc.) of a game/event will count as a forfeit.

IMLEAGUES...HOW TO SIGN UP

All Intramural participants will be required to create an account on **IMLeagues.com**.

To create an IMLeagues account:

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

1. Go to www.imleagues.com/NIU/Registration

OR

Go to www.imleagues.com and click **Create Account**

OR

Go to www.imleagues.com and click “Log in with Facebook” if you have a Facebook account with your school email attached - this will automatically create an account, fill in your info, and join you to the school (steps 2-4)

2. Enter your information and **use your NIU email if applicable** (@niu.edu or @students.niu.edu) and submit.
3. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account.**
4. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link

How to sign up for an Intramural sport:

1. Log in to your **IMLeagues.com** account.
2. **Click the Create/Join Team button** at the top right of your User Homepage page

OR

Click on the “Northern Illinois University” link to go to your school’s homepage on IMLeagues.

3. The current sports will be displayed, click on the sport you wish to join.
4. Choose the league you wish to play in (Men’s, Women’s, Co-Rec, etc.)

5. Choose the division you'd like to play in (Monday 5PM, Tuesday 5PM, etc.)
6. You can join the sport one of three ways:
 - a. **Create a team (For team captains)**
 - i. Captains can invite members to their team by clicking the "Invite Members" link on the team page. Any invited members must accept the invitation to join your team.
 1. If they've already registered on IMLeagues: search for their name, and invite them
 2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box and input their email address.
 - b. **Join a team**
 - i. Use the Create/Join Team Button at the top right of every page
 - ii. Accepting a request from the captain to join his team
 - iii. Finding the team and captain name on division/league page and requesting to join
 - iv. Going to the captain's player card page, viewing his team, and requesting to join
 - c. **Join as a Free Agent**
 - i. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

Roster Regulations

Players can be added to the roster throughout the season. However, the rosters are printed at noon the day of the game and players must be listed on roster to be eligible to play. If a player is not on your roster through IMLeagues and shows up to play, they will not be allowed to participate, unless they can show the supervisor on duty they are on the roster through a smart phone, by accessing the mobile IMLeagues app. There are a maximum number of players allowed for each team roster which varies from sport to sport. The maximum number of players for each sport is listed on the next page:

Sport:	Max Number of Players:
Volleyball	10
Flag Football	15
Indoor Soccer	10
12" Softball	15
Basketball	10
Floor Hockey	10
Dodgeball	9
Outdoor Soccer	14
16" Softball Tournament	15
3on3 Basketball	5

Sand Volleyball	8
4on4 Flag Football	8

Playoff rosters are frozen on the day of playoffs at noon. All players on the roster on playoff day at noon are considered eligible. There will be no write-ins or smart phone proofs accepted.

Free Agents

Intramural participants can list themselves as a free agent in each division of the sport of their choosing. The free agents will be visible to all members of the site and can request to join teams, or post information about them so teams can request to add them to their team.

Schedules

The schedules will be always available online through IMLeagues. The Intramural Staff has the right to change any team's schedule at any time to respond to a problem. Most activities with a regular season will have a four week/game season.

Playoff brackets will be created as soon as all leagues are completed. Due to the limited time between the end of the season and when playoffs start, there will not be a lot of notification (time) to players. There is a very short turnaround time for brackets to be posted from when playoffs start. Playoff brackets will be posted on IMLeagues and on bulletin boards throughout the Student Recreation Center.

Paying Through MyRec.NIU.edu

After creating a team in IMLeagues, you must pay for the team through myrec.niu.edu.

1. Visit myrec.niu.edu.
2. Sign in as a current NIU student using your Z-ID and password
3. Click on Intramurals
4. Select the sport you'd wish to or already joined.
5. Choose the league that you wish to or already signed up for.
6. Check-out and pay via credit card
7. You will receive a confirmation email with more details about next steps.

Refunds

An entry fee may be refunded only if:

- The team captain notifies Recreation Program Coordinator of Intramural Sports in writing (via email) of the need to withdraw before the entry deadline.
- A receipt for entry fee is presented.
- Team was on waiting list and no opening developed.
- There are not enough teams to form a league (teams cannot participate at the same scheduled time) or tournament.

Refunds will be made by check from the University and will take approximately four weeks to process. If you paid by credit card, the card used for payment will be reimbursed. Teams or individuals dropped from the program for eligibility or disciplinary reasons will not be eligible for a refund.

ELIGIBILITY

The following eligibility regulations have been established to protect the Intramural participants and to insure them an ample opportunity to participate. It is important that all participants observe the rules equally so that no team or individual may gain an advantage over those abiding by the rules. Each participant is responsible for the verification of his/her own eligibility. Each team captain is responsible for the eligibility of his/her team members.

- In order to be eligible to participate in Intramural Sports, an individual must meet one of the following categories:
 - All Northern Illinois University Undergraduate and Graduate students who are enrolled during the current semester. The key to being eligible is that the student has paid his/her student fees for the NIU DeKalb Campus.
 - Faculty/Staff members who have purchased a membership through Campus Recreation.
- Before participating in an Intramural Sport, individuals must be registered in IMLeagues and be listed on their team's official roster through the system.
- If the team roster is full, names must be deleted before adding anyone.
 - Note: Roster deletions must be approved by the Recreation Program Coordinator of Intramural Sports.
 - The captain must send a written request to Recreation Program Coordinator for Intramural Sports for the deletion of any player to their team's roster.
- All players must sign the waiver of liability to be considered eligible for play.

Current Student-Athletes

Student athletes who are on a varsity athletic roster at NIU shall be eligible for all Intramural Sports, except the sport or related sport that they play. Current student-athlete status will be in effect for as long as the student is on the active AND for one calendar year removed from the roster (the year starts at the date of the NCAA Division I national championship of the athlete's sport)

Former Student-Athletes

A student who has been a member of a varsity team at a college or university in a particular sport must have been off that team roster and practice squad for at least one academic calendar year (starting on the date of the NCAA National Championship game for their particular sport). Teams can only have one former student-athlete on their roster (this rule only

applies to parallel sports). No matter the length of time a student has been removed from the varsity roster, that student will always be considered a former student-athlete.

Professional Athletes

Anyone who has been a professional athlete in a particular sport is **INELIGIBLE** to participate in Intramural Sports. A Professional Athlete is anyone who has received any type of monetary value for playing a sport.

Sport Club Members

A member of a sport club is eligible for related/parallel Intramural activities. However, a doubles partnership or team participating in an activity having five or fewer teammates permitted on the playing surface at any given time, specified by the published rules of the particular activity, may not have more than one sport club member, or one former varsity athlete (Men's and Women's only). Likewise, a team participating in an activity having six or more teammates permitted on the playing surface at any given time, specified by the published rules of the particular activity, may not have more than two sport club members, or a combination of one former varsity athlete and one sport club member (Men's and Women's Co-Rec).

If a sports club player removes their name from the official sport club roster because they are no longer affiliated with that club, they will be in compliance with the eligibility rules. If a club sport member is illegally playing on a team, that team will forfeit all games or matches in which the player checked-in to play.

A sport club member cannot remove themselves from the respected sport club roster after their sport club season is completed and play Intramural Sports. For example, in the fall, the club soccer season is completed, and a club player wants to play Intramural Soccer. They are no longer eligible to remove themselves from the club soccer roster to be eligible for Intramural Sports, since the club season has been completed.

Parallel Sports

Parallel sports are ones that are related to varsity Athletics and Sport Clubs recognized by NIU. An example of a parallel sport for basketball would be a 3-on-3 basketball competition. Parallel sports are defined on the next page:

Sport:	Related Sports:
Basketball	Basketball, 3v3 Basketball
Football	Flag Football, 4v4 Flag Football
Softball and Baseball	Softball 16"/12", Wiffleball
Tennis	Tennis, Racquetball, Table Tennis
Volleyball	Volleyball, Sand Volleyball, Wallyball

Ice Hockey	Floor Hockey
Soccer	Indoor Soccer, Outdoor Soccer
Ultimate Frisbee	Ultimate Frisbee

Number of Teams

Participants may participate on the following number of teams per league:

Men Participants

- 1 Greek Men’s Team
- 1 Open Men’s Team
- AND
- 1 Co-Rec Team

Women Participants

- 1 Greek Women’s Team
- 1 Open Women’s Team
- AND
- 1 Co-Rec Team

Teams found to have participants in violation of the above eligibility policies may have each game forfeited (the illegal player played in) to their opponent regardless of the actual outcome. The captain will be subject to be charged a forfeit fee if a participant is found to be playing illegally. The participants in question may be suspended from that specific team or all Intramural activities for a length of time deemed appropriate by the Competitive Sport Administration. Participation is defined as the individual’s name appearing on the roster and checking in with the Intramural Staff (supervisor or official) to be “signed in.” NOTE: Captains that believe the opposing team has ineligible players are highly encouraged to file a formal protest. Refer to the Protest Section for further information. Your help in making our Intramural programs as fair as possible is very much appreciated, and your formal protest assists the Intramural Staff in providing you with a fair and safe opportunity. 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.

Team Member Eligibility

To promote gender equality within our programming, many divisions are referred to as “Open” in order to encourage participation from any gender. Open division participants are NOT eligible to also play in a Greek division or Women’s division of a particular sport. Open divisions will not have any rules or policies regarding gender and are open to all.

Transferring Participants

The first team a participant plays for is their legal team and they may not play for another team. Males may play on one Men's team and Co-Rec team in each sport; women may play on one gender team and Co-Rec team in each sport, **not** per division or league. A player may transfer teams if they have not played on another team (signed in on roster) and must do so before playoffs. All other exceptions must be cleared in writing (email) with the Recreation Program Coordinator for Intramural Sports.

TEAM NAMES

Each team registered through IMLeagues has the opportunity to name their team, however team names must be appropriate and sportsmanlike. Before each season the Recreation Program Coordinator for Intramural Sports and Graduate Assistants for Competitive Sports will check every team's name and make sure it is appropriate. The Intramural Staff has the right to change any name they deem inappropriate. We encourage you to be clever, just not inappropriate, or unsportsmanlike!

CAPTAIN'S RESPONSIBILITIES

Team captains in Intramural Sports are an important connection between the Intramural Staff and other Intramural participants. For this reason, Team captains have obligations and responsibilities which include:

- Serving as the point-of-contact for administrative staff (answering phone calls and emails).
- Confirming roster and playing minimums are met in order to start a scheduled contest.
- Rendering the official team decision regarding contest status (i.e., reschedule requests).
- Understanding post-season qualification requirements and bracket positioning procedures.
- Signing the scoresheet following each activity.
- Meeting with administrative staff in the event a meeting is needed
- Knowing whether all team members on their team are eligible for Intramural participation.
- Assuring that team members belong to the legal number of teams.
- Informing players of game time and location.
- Requiring team members to present a valid NIU OneCard for each contest.
- Representing their team during discussions of calls and rules interpretations with Intramural Staff.
- Communicating rules, policies and procedures with team members.
- Representing their team at playoff meetings, when applicable.

- Communicating with Intramural Staff regarding any concerns that arise during play.
- Assisting Intramural Staff in any issues or incidents that may arise.
- Filing any protests with Intramural Staff in accordance with the protest guidelines.
- Assisting Intramural Staff with enforcement of policies listed in this handbook.
- Practicing positive sporting behavior at all times.
- Requiring positive sport behavior of their teammates.
- Ensuring payment is submitted and processed for each team fee.

Captain's Meeting and Captain's Quiz

Each Intramural team sport and some individual/dual sports have a scheduled captain's meeting before the start of the regular season. Every team must have a representative at the meeting to assure the team's place in the league or tournament. The meeting will cover various details that are very important for every team to understand. Dates, times, and site of the captain's meetings can be found on the IMLeagues website and the NIU Intramural Sports website. If a team does not have a representative attend the captain's meeting, the captain will be fined a \$15 fee which will be charged to the team captain's bursar account. Before a team captain can complete the team registration on IMLeagues, they must successfully pass the online quiz.

STRUCTURE OF COMPETITION

Leagues are utilized to provide a more enjoyable and competitive atmosphere. Leagues for Men, Women, and Co-Rec teams are offered in all team and individual/dual activities.

- Team conferences:
 - Men's and Women's Greek (Fraternity/Sorority)
 - Men's and Women's Independent
 - Open
 - Co-Rec
- Individual/Dual Conferences:
 - Men's and Women's Greek (Fraternity/Sorority)
 - Men's and Women's Independent
 - Open
 - Co-Rec

Definitions:

- Co-Rec Leagues – Both men and women compete during the same time (numbers may vary with each sport and can be found within the sports rules)
- Open League – Any male or female student or faculty/staff (faculty/staff must have a membership)
- Men's League – Any male student or faculty/staff (faculty/staff must have a membership)

- Women’s League – Any female student or faculty/staff (faculty/staff must have a membership)
- Greek A League – All team members must be active members or pledging the same fraternity/sorority as recognized by Fraternity and Sorority Life and Student Association at NIU.
- Greek B League – All team members must be active members or pledging the same fraternity/sorority as recognized by Student Association at NIU.
- League Play – League play usually consists of a 3- or 4-week regular season set schedule followed by a single elimination tournament. All players on the official roster through IMLeagues will be eligible for playoffs.
- Tournament Play – Tournament play is either single or double elimination depending on the sport and the amount of teams registered. Each participant must be able to participate on any day of the week at a designated time determined by the Intramural Staff. Meaning, if you win, you could play every night of the week.

Within each league, competition may be divided into the following divisions of competition:

- **A (Competitive)...**
 - Designed for above average skilled teams or individuals. Competition is of high intensity, with emphasis on winning.
- **B (Recreational)...**
 - Designed for average skilled teams or individuals who want to have fun. Competition is of moderate intensity, emphasizing being active and involved with a group.

Participants are strongly urged to enter into the proper level of competition. A team, who is obviously playing out of their competitive level, may have their schedule adjusted by the Recreation Program Coordinator for Intramural Sports or a designated representative. (Example: An A team playing in the B division may be moved to the A division for the playoffs, if the Recreation Program Coordinator for Intramural Sports deems the team is playing in the inappropriate league.)

Playoffs

Team eligibility to compete in the post season tournaments (playoffs) for each respective sport must meet all the following criteria:

- Winning one (1) regular season contest – this includes winning by forfeit
- Maintaining a 3.0 sportsmanship average
- Meeting forfeit policy standards

Tiebreakers will be determined in the following manner:

- A. Two-way ties – The winner of the head-to-head competition during the regular season play will determine which team will advance to the playoffs. If a tie still exists, the three-way criteria will be followed.
- B. Three-way or more ties – The team that will advance to the playoffs will be determined by the following criteria (in this order):
 1. Overall record

2. Best head-to-head record of the teams tied
3. Overall point differential
4. Sportsmanship average
5. Coin flip

Playoffs will be scheduled the day after the regular season ends. The playoff schedule will start the week after the regular season ends. Brackets and results are available to view on IMLeagues once they are published. Teams are encouraged to read brackets and bracket progressions to confirm their game times. **Note: your team may have to play multiple games on a playoff day with preferred time and game day not guaranteed.**

CHAMPIONSHIP T-SHIRTS

Intramural Sports will award the champions of each sport and league with championship t-shirts. The shirts are created differently every year. Players must be listed on the roster and have played in at least one game during the season or tournament to receive a shirt. The maximum number of shirts given out will equal the maximum number of rosters spots for that particular sport. Shirts will not be awarded to coaches.

FORFEITS

Administrative Forfeit: Any team knowing in advance that they will be unable to play a regularly scheduled contest is provided the opportunity to forfeit (choose not to play in the contest or is unavailable to play). In order for this contest to be considered an administrative forfeit, the team captain must contact the Recreation Program Coordinator for Intramural Sports in writing (email) or call the NIU Recreation office (815-753-0231) by 2:00 PM the day of the contest. Weekend and/or Monday requests must be made by 2:00 PM on the preceding Friday. A team who calls in a forfeit will receive a loss and a 3.0 sportsmanship rating for that game.

On-Site Forfeit: A forfeit is defined when a team or individual fails to appear or is not prepared to begin play with the minimum number of required players at game time. A team that fails to contact someone regarding a forfeit will receive a loss and a 2.0 sportsmanship rating. A double forfeit is declared when neither teams, nor individuals, fail to appear or are not prepared to begin play with the minimum number of required players. The game will be declared a “double loss” and each team will receive a 2.0 sportsmanship rating.

Forfeits and Sportsmanship

A team that forfeits during the regular season, single or double elimination tournaments shall receive a 2.0 for their sportsmanship rating for that contest unless any member of that team informs the Recreation Program Coordinator for Intramurals or a Competitive Sports Graduate Assistant, which they will receive a 3.0 sportsmanship rating. The team that receives the win by forfeit will receive a 4.0 sportsmanship rating for that contest. Additionally, teams that receive

a forfeit win due to ineligible players and/or unsportsmanlike conduct shall receive a sportsmanship rating for the game played up to the point where the game was cancelled. If a team forfeits a game/match in a double elimination tournament, they will be responsible for knowing when their next game time is.

Forfeit Fees

Due to the unfavorable impact forfeits have on the overall Intramural Sports experience, forfeit fees will apply to all types of forfeits, on-site and administrative. These fees are meant to encourage attendance and to ensure administrative staff a team wishes to stay involved in an activity. Forfeit fees will be implemented once a team has committed their second forfeit for their given sport. Fees will be applied to the captain and the captain will be suspended on Fusion. Their suspension won't be lifted until that fee is paid in full. No matter if it is a team or individual sport, the amount of the fees are as follows, Administrative: \$5 and On-Site: \$10. Fees are to be paid before the team's next scheduled contest.

Once a team has forfeit more than two games, the team captain will be informed and removed from further scheduling.

SPORT RULES

The sport rules for each sport are located on the Intramural website and through each sport on IMLeagues.

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 followed 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 call has been made. You will not be permitted to protest if you realize later in the game or any time after the next live ball that the situation or rule was handled incorrectly.
2. The official should explain his/her ruling.
3. If you still think the ruling is wrong, ask the official to refer to 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 on the spot. The supervisor may refer to the sport rules to ensure they make the correct decision. The ruling will be final.
5. The protest must be documented (protest form) by the Competitive Sport Supervisor.

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.
2. The supervisor will hear the protest and notify the opposing team captain.
3. The protest must be filed by 2:00 PM the day following the game.
4. The decision shall be made the next day after the Recreation Program Coordinator for Intramural Sports can research the eligibility situation.
5. If the player(s) are in fact ineligible that game will be considered a forfeit.
6. The protest must be documented (protest form) by the Competitive Sport Supervisor.

PARTICIPANT CONDUCT

No player, coach, or spectator shall:

- Use foul or derogatory language, threaten, or verbally abuse any other participant or Intramural Staff member before, during, or after the game. This includes trash talk.
- Participate in a game for which he/she is ineligible.
- Argue or talk back to the game official.
- Intentionally strike, push, or trip another person. Fighting is prohibited.
- Mistreat NIU Campus Recreation facilities, equipment, or supplies.
- If a participant commits an act of unwarranted rough play or violence during a game.

Ejected or Suspended Participants and Spectators

Participants and spectators that choose to practice unsportsmanlike behavior before, during, or after a contest, directed toward a participant, official, spectator, or staff member may be ejected from that contest. A sport official, Competitive Sports Supervisor, or a member of the Intramural Staff may administer the ejection. All players who are ejected must leave the premises within two minutes of the ejection or the contest could be forfeited. An example of unsportsmanlike conduct which will result in an ejection includes, but not limited to, the use of profanity, vulgar and abusive language, disrespect towards an official or staff member, unnecessary roughness, excessive technical fouls, flagrant actions towards an opponent, flagrant action towards an official, and fighting or enticing a fight.

The ejected participant will be notified via IMLeagues email that they must meet with one or all members of the Competitive Sports Administration (Coordinator and Graduate Assistant) to be cleared to play before they can play in any Intramural Sport or activity. If the participant does not contact Competitive Sports Administration within three business days to schedule a

meeting, the participant will lose access privileges to ALL Campus Recreation facilities (SRC, FH, ORSC, Gilbert Hall, and New Res Hall) until the meeting is scheduled. Until the player meets with an Intramural Sports Administrator, they will be considered an ineligible player. Meaning, if this player plays in the next game or any other Intramural Sports activity before meeting with the Competitive Sports Administration, the ineligible player's team will be required to forfeit that contest.

Disciplinary Actions

When it comes to unsportsmanlike conduct, every situation is different. Because of this, the suspension length will be determined by the Competitive Sports Administration after a full investigation of the incident occurs.

TEAM AND INDIVIDUAL SPORTSMANSHIP SCALE

Sportsmanship

Sportsmanship is an important part of Intramural Sports. At the end of each competition the Intramural Sport staff will "score" each team on their sportsmanship. The sportsmanship score is calculated through five criteria: Attitudes Towards IM Staff, Attitudes Towards Opponents, Physical Contact, Captain Control of Team, and Comments by Team. Using all of those factors, the Intramural staff will determine a sportsmanship rating for each team ranging from 0-4, in increments of 0.5. Teams must average a 3.0 during the regular season to qualify for the playoffs.

Teams are responsible for keeping their spectators under control. Misconduct of spectators and players may result in ejection and/or forfeiture of the game. Spectators must remain in the out-of-play areas. Only players are permitted in the playing area.

Any player who uses foul language, violently protests a call, or curses an official or supervisor, will be removed from the game and will automatically be suspended from his/her team's next game. Any player who touches an official or supervisor will be placed on suspension from all Intramural activities for a minimum period of one calendar year from the time of the incident.

If at any time a team has 2 players or spectators ejected from the game, the offending team will immediately forfeit the game and will be subject to be charged the forfeit fine.

Teams shall assist in removing trash and equipment from their game area at the conclusion of their game, if the area is determined to be not picked up by the team, the team will face a deduction in their sportsmanship rating.

For All Organizations (including Huskie Cup Point Race)

The organizations in the Huskie Cup Point Race can earn sportsmanship points by their earned sportsmanship average for each overall league. For those organizations that have more than one team, each teams' sportsmanship average will be averaged together for an overall total. Huskie Cup Point Race sportsmanship will be earned by the following point average:

3.0-5.0	Sportsmanship will be multiplied by 10
2.99-2.4	0 points
2.39 and below	-10 points

Because sportsmanship is so vital to the success of our program, organizations will receive 3 chances to improve their sportsmanship averages throughout league play. The first time an organization receives “-10” sportsmanship points for an overall league, they will receive a warning. The second time, the organization will be put onto probation. The third time, they will be suspended from the next 4 league sports, which may carry over into the next semester or school year.

Organizations that do not have a team participating will NOT receive any sportsmanship points for that league. If an organization receives a game average of “5” for all games (including playoffs) within a league sport, they will be awarded an extra 25 points.

For each unsportsmanlike behavior ejection that an organization receives, “-15” points will be deducted from their sportsmanship total from that sport.

Also, for each team in an organization that does not make playoffs due to their sportsmanship at the end of the season, “-10” points will be taken out of their participation points.

OFFICIALS

Officials and Supervisors are college students employed by NIU Campus Recreation to provide a service to the Intramural Sport participants. Officials are employed regardless of their previous experience to fulfill student personnel needs required to conduct a large number of contests. Officials participate in training clinics and staff evaluations to help them constantly improve their abilities. Supervisors are trained to handle conflicts that occur during games and are there to answer questions that participants may have regarding sport rules, policies, procedures, and program information. Intramural Supervisors are veteran officials or trained tournament personnel who have complete authority to make decisions regarding problems or special situations. Supervisors have been selected for their knowledge of Intramural Sports regulations and rules, maturity, professionalism, and a sincere interest in Intramural Sports.

SPECTATOR POLICY

The role of spectators is to provide support and encouragement that benefits the Intramural Sports Program. The Intramural Sports Program will not tolerate any spectators who are causing either physical or emotional harm to the participants, officials, other spectators or Intramural Staff. Spectators must remain in designated areas and may not enter the playing areas. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the premises. Teams may be penalized for the conduct of their spectators.

Spectators who are not current NIU students or active Campus Recreation members may gain access to the facility as long as they meet the following criteria:

- Must be wearing “street clothes”.
- Must remain in the area of the sport they are watching (i.e., May not enter weight room while watching volleyball matches).
- You must sign a spectator admission form at SRC Front Desk or ORSC Front Desk.
- Spectators must adhere to all Campus Recreation policies and procedures.

EVALUATIONS

Intramural Sports is a program for the students run by the students. During the school year, surveys will be sent out for participants to complete. We ask that you participate to the fullest and take advantage of this opportunity. We are here to serve your needs and to make your quality of life at NIU better. Your feedback is important to us!

DISCLAIMER

NIU Campus Recreation reserves the right to rule on any case not specifically covered in the rules of the game or in the policies and procedures and will do so in the spirit of the rule and in spirit of fun, fair and safe participation. To this point, the right is also reserved to put into effect and add to these policies and procedures any new rulings pertaining to Intramural Sports, unsportsmanlike conduct, fair play and the safety of the Intramural participants that will lead to the enhancement of the event or activity and the program’s overall philosophy of fun, fair and safety.

HUSKIE CUP

The Huskie Cup is designed to increase participation, reward sportsmanship and recognize an Intramural champion. Each team will be awarded points based on the system described below. At the end of the year, each team's points are added up. The team with the most points is crowned "NIU Intramural Huskie Cup Champion." Intramural Sports are separated into 3 categories

Fall and Spring Sports

- **Team Sports:** Flag Football, Indoor Soccer, Dodgeball, Basketball, Volleyball, Floor Hockey, 12" Softball, Outdoor Soccer
- **Tournaments:** 3on3 Basketball, Sand Volleyball, 4on4 Flag Football, Racquetball Doubles, Badminton Doubles, Table Tennis Singles, Bags, Tennis Singles, Badminton Singles, Racquetball Singles, 16" Softball Tournament

Participation Points:

- Teams must use the same name (or designate an affiliation) for each sport to accumulate points.
- Regardless of the number of teams entered by a particular organization, **only ONE A league team and TWO B league teams will be eligible to accumulate POSITIVE/NEGATIVE points for "Team Sports, Tournaments and One Day Events."**
- Participation points will be awarded in all above Team Sports, Tournaments, and One Day Events.
 - 100% of the members participating for a Greek organization must be new or initiated members.
 - If a participant is a "pledge" they must have signed their bid to join the fraternity and have one semester to become an active member.

Sportsmanship Points:

The organizations in the Huskie Cup Point Race can earn sportsmanship points by their earned sportsmanship average for each overall league. For those organizations that have more than one team, each teams' sportsmanship average will be averaged together for an overall total. Huskie Cup Point Race sportsmanship will be earned by the following point average:

5.0-3.0	Sportsmanship average will be multiplied by 10
2.99-2.4	0 points
2.39 and below	-10 points

Because sportsmanship is so vital to the success of our program, organizations will receive 3 chances to improve their sportsmanship averages throughout league play. The first time an organization receives “-10” sportsmanship points for an overall league, they will receive a warning. The second time, the organization will be put onto probation. The third time, they will be suspended from the next 4 league sports, which may carry over into the next semester or school year.

Organizations that do not have a team participating will not receive any sportsmanship points for that league. If an organization receives a game average of “5” for all games (including playoffs) within a league sport, they will be awarded an extra 25 points.

For each unsportsmanlike behavior ejection that an organization receives, “-15” points will be deducted from their sportsmanship total from that sport.

Also, for each team in an organization that does not make playoffs due to their sportsmanship at the end of the season, “-10” points will be taken out of their participation points.

Competition Points (Competition points will be awarded in sports listed below):

If your organization teams up with a sorority to have a Co-Rec team, you will receive an additional 50 points for participation. NOTE: This will be an additional 50 points for each sport.

The sports in which you can team up with a sorority are...

- 16” Softball Tournament
- 12” Softball League
- Flag Football League
- Indoor Soccer (extra 75 points)
- Dodgeball League
- Outdoor Soccer League
- Sand Volleyball Tournament
- Bags Tournament
- Basketball League
- Volleyball (extra 75 points)
- Floor Hockey League
- Racquetball Doubles Tournament
- Badminton Doubles Tournament
- 4on4 Flag Football Tournament

For each game played, both teams will receive competition points according to the following scale:

Men and Women’s Sports:

Sporting Event	Participation	League	Playoffs
Team Sport “A” (Leagues)	1 st Team: 50 pts	1 st place: 30 pts 2 nd place: 20 pts 3 rd place: 15 pts 4 th place: 10 pts 5 th place: 5 pts	1 st place: 20 pts 2 nd place: 10 pts 3 rd place: 5 pts 4 th place: 5 pts
Team Sport “B” (Leagues)	1 st Team: 50 pts 2 nd Team: 50 pts	1 st place: 30 pts 2 nd place: 20 pts 3 rd place: 15 pts 4 th place: 10 pts 5 th place: 5 pts	1 st place: 20 pts 2 nd place: 10 pts 3 rd place: 5 pts 4 th place: 5 pts
Tournament “A”	1 st Team: 20 pts	N/A	1 st place: 15 pts 2 nd place: 10 pts 3 rd place: 8pts 4 th place: 6 pts
Tournament “B”	1 st Team: 20 pts 2 nd Team: 20 pts	N/A	1 st place: 15 pts 2 nd place: 10 pts 3 rd place: 8pts 4 th place: 6 pts
One Day Event	1 st Individual: 7 pts 2 nd Individual: 7 pts	N/A	1 st place: 10 pts 2 nd place: 5 pts

There will only be one “A” team allowed per organization. Each organization can have as many “B” teams as they would like to register, however only the top two teams will earn points. However, each additional team in the B League above the top two teams is subject to sportsmanship point deductions.

If the same organization wins both A and B playoff championships, that organization will receive an additional 100-point bonus.