Forfeit charges allow our department to ensure that funds are being properly utilized for intramural activities. This charge is a deterrent used to prevent teams from registering for leagues and then not showing up for their games. Our participants become extremely frustrated and discouraged when teams that are scheduled to play a contest do not make the effort to show for a game. There has been an increase to approximately 20% of teams in all of our sports combined forfeit out of their leagues. Each game that is not played wastes an average of over $32 dollars for officiated sports and over $12 for non-officiated sports.

**Events/Leagues in Which Forfeit/No Show Charges will be Assessed:**

- All league team sports (league defined as having both a regular season and playoffs)
- All team tournaments involving teams of 3 or more people
- All team events officiated and non-officiated

**Forfeit/No Show Charge Process**

At the captains’ meeting, the Intramural Director, Graduate Assistant or presenting staff member will inform captains/representatives that whoever signs up their team and lists themselves as captain during online registration will be responsible for the forfeit charge. This will be listed online and they must agree to the terms prior to registering the team(s). There will be also a disclaimer on the required captains cards that must be signed and turned in to the IM office before the end of the first week of the season. This disclaimer will read as follows, “By registering my team, I agree that if my team forfeits a regular season/tournament contest or fails to show for a weekend/one-day tournament, as described in the intramural participant’s guide, a $35 forfeit charge for officiated sports and $15 for non-officiated sports will be assessed to my student account. If my team forfeits a second time, my team will be charged $35 and $15 respectively for officiated and non-officiated sports and will be removed from the league. This charge will be levied on my student account within 24 hours of forfeiting and can be paid at Sikes Hall in the Bursars Office.”

In cases where a team wishes to withdraw their team from a league and they have already registered or the season has already begun, the team will still be charged a forfeit if a replacement team cannot be found for the first scheduled game after the IM Office receives such a request.

In cases where a team wishes to withdraw their entry from a tournament, they must notify the Intramural Director 24 hours before the captain’s meeting or 72 hours prior to the start of the event, whichever comes first. Failure to do so will result in a forfeit unless a waiting list team is available to participate in that spot in the tournament.

If at any point after the captain’s meeting and during the season, the captain/representative wishes to switch the responsibility to a different student and therefore student account, he or she may do so by having the new representative come into 203 Fike during office hours. The new representative must show his or her Gator 1 ID and sign the disclaimer. The IM Office will document the new information to be charged in the case of a team forfeit.

The intramural Graduate Assistant will email all forfeits from the previous evening’s activities to the Director of Intramural Sports, who will then charge the individual’s student records. The charged individual will be notified via electronic email by the Intramural Sports office.

**Appeals**

There will be extenuating unforeseen circumstances in which a team is not able to make a scheduled game, such as medical and family emergencies (class tests are not considered extenuating or unforeseen unless it affects a majority of a team roster). Captains may submit a written appeal to the Assistant Director within 2
business days after the forfeit. Decisions on appeals will be made within five business days after the written appeal has been submitted.

**Changes to be reflected in the Participant’s Guide**

**Forfeits/No shows**

An individual or team registering for a league or tournament enters into an agreement with Intramural Sports. Intramural Sports administers the events and provides staffing for said events. Participants must fulfill their obligation by being prepared to play at their scheduled game time (game time is forfeit time; teams should arrive to the game site at least 15 minutes prior to game time), ensuring all teammates are properly checked in and complying with all rules of play.

A team forfeits when they fail to have the minimum number of required players show up and check in to play a scheduled game. A team no shows when they fail to have any one show up and check in to play a scheduled game. The minimum number of required players for each sport is as follows:

- 5v5 Basketball – 4
- Outdoor Soccer – 7
- Billiards – 3
- Softball – 8
- 7 on 7 Flag Football – 5 (6 for co-ed)
- Indoor Soccer – 3
- Ultimate Frisbee – 4 (must meet gender requirements for co-ed games)
- Indoor Volleyball – 4 (must meet gender requirements for co-ed games)
- 4 on 4 Flag Football,
- Sand Volleyball – 2
- 3 on 3 Basketball – 2

All other activities require the number that would normally begin the contest.

Game time is forfeit time. A team will automatically be eliminated from the league if it fails to show up for a second time.

*If both teams mutually agree to end a game prior to its normal completion, the losing team will receive a loss but not a forfeit or no show.

* If a forfeit has occurred, the teams involved may still use the site to practice until 15 minutes prior to the next contest; however, intramural staff are not permitted to officiate any practice, scrimmage or contest the teams choose to participate in during that time.

**Forfeit/No Show Charge**

A forfeit charge is assessed to all teams that forfeit an intramural regular season/tournament contest or weekend/one-day tournament. This charge is designed to stabilize our leagues, reduce the number of forfeits and no shows by holding team captains accountable for committing to participate in our program and recuperating wasted staffing funds used during forfeited contests. A person assuming the role of team captain is assuming responsibility for that team and agrees that if the team forfeits or no shows a contest, the captain will be assessed a $35 forfeit charge for officiated sports and $15 forfeit charge for non-officiated sports. This charge will be placed on a student’s CU account and must be paid through the Bursars Office in Sikes Hall. Upon forfeiting or no showing a second time, the team will be charged an additional $35 for officiated sports and $15 for non-officiated sports and removed from the intramural league. Intramural policies such as the forfeit/no show charge are reviewed at the captain’s meeting for said sport and are given to the captain upon registration for events which do not have captain’s meetings. If a team captain chooses to send a representative to the captain’s meeting in their place, the captain is still held responsible for knowing this and other procedures.
Defaults
There are three types of defaults:

1. An un-played game that is recorded as a loss but is not considered a forfeit. A team may receive a one time default if they are unable to attend a game. The team captain must email the Graduate Assistant in charge of said sport no later than 5pm the day prior to their scheduled game (for Sunday defaults the team captain must notify the GA by Friday at 5pm). The captain should list their team’s name, league, day of play and intent to default. Once the default has been received by the Graduate Assistant the request cannot be changed.

2. Conduct default:
   a. Leaving the playing area before the contest is completed (at the discretion of the Director this may be considered a forfeit)
   b. Any substitutes or spectators entering the playing area and getting involved in a fight or altercation. Involvement shall be further defined as aggressive contact with a player of the opposing team or with an official.
   c. Inappropriate team conduct to the point where the Intramural Supervisor or official must end the game before its normal conclusion.
   d. Leaving excessive amounts of garbage in and around a team bench area after completion of a contest.
   e. Having 2 or more players ejected before, during or after a contest.

3. Ineligible Player default. Ineligible players are defined as:
   · Individuals who have not completed their information on the team roster
   · Individuals currently on a varsity team playing in their sport.
   · Individuals who are not affiliated with CU per intramural guidelines
   · Individuals who are playing for more than one team in a sport, other than co-rec
   · Individuals who are on the intramural sports ineligible player list
   · Individuals who participate under an assumed name
   · Having more than two former varsity or current club sport members playing in their associated sport

*A team found using an ineligible player will default all games that person signed in. The team may also be removed from the league at the discretion of the administrative staff.

In the above cases, a second default will result in a team being removed from the league.

*If both teams mutually agree to end a game prior to its normal completion, the losing team will receive a loss but not a forfeit or default.

* If a default has occurred, the teams involved may still use the site to practice until 15 minutes prior to the next contest; however, intramural staff are not permitted to officiate any practice, scrimmage or contest the teams choose to participate in during that time.