

**HARRIS-STOWE**  
STATE UNIVERSITY  

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INTRAMURAL SPORTS PROGRAM

**RULES AND REGULATIONS**

## **HARRIS-STOWE STATE UNIVERSITY INTRAMURAL SPORTS PROGRAM OVERVIEW**

This action plan is designed specifically for Harris-Stowe State University and allots for an Intramural Sports Program that provides a recreational outlet for students not already participating in intercollegiate athletics. The Intramural Sports Program is also designed to create a fitness and health awareness culture within the Harris-Stowe community.

In 2006 Harris-Stowe State University became a 24-hour campus with the addition of the Rev. Dr. William G. Gillespie Residence Hall and Student Center (GRH). GRH houses a diverse group of students. Residents of GRH include first-time freshmen, transfer students, returning students and student-athletes.

The purpose of an Intramural Sports Program at HSSU is to enhance the educational quality of the institution through extracurricular activity. Moreover, intramural sports are an extension of the institution's organizations through involvement with a cross section of the student population. The inaugural year of intramural sports included co-ed flag football and basketball.

## TABLE OF CONTENTS

General Intramural Information.....	1
• Mission of the Intramural Program	
• Structure/Staff	
• Intramural Office	
General Rules.....	1
• Amendments and Disclaimer	
• Activity Information	
• Playing Rules	
• Structure of Competition	
• Equipment and Fees	
• Awards	
Getting Involved in Intramurals.....	3
• Entry and Registration	
• Team Captains	
• Captains' Meetings	
Logistics.....	3
• Event Scheduling	
• Schedule Conflicts	
• Rescheduling Events	
• Forfeit and Default	
• Inclement Weather and Facility Conflicts	
• Off-Campus Activities	
Eligibility.....	5
• General Eligibility	
• Eligibility Restrictions	
• Related Activities for Eligibility Purposes	
• Ineligible Players	
Sportsmanship.....	8
• Sportsmanship Ratings	
• Sportsmanship Points	
• Captains' Meetings Points	
• Intramural Probation and Suspension	
• Game Protests	
University Policies and State, Federal and Local Laws.....	12
• Identification	
• Alcohol	
• Discipline Dictated by the Dean of Student Affairs	

Health and Safety.....12

- Proper Dress

Communication.....13

- World Wide Web
- E-Mail

## **GENERAL INTRAMURAL INFORMATION**

### **Mission of the Intramural Program**

A liberal education calls for learning both inside and outside the classroom. In fact, some suggest that informal learning during college is just as important as the rigorous, formal methods to which students are exposed to each day during class. For this reason, Harris-Stowe offers many co-curricular activities for active student participation. For organized recreational sports, the Intramural Sports Program offers all students opportunities to help achieve the most of a liberal education.

Not only are Harris-Stowe students able to enhance their athletic skills and stay physically fit, but intramural participation also allows students to develop important life skills such as teamwork, leadership and competitiveness. Finally, intramural sports are a way to escape from the daily rigor and stress of classes.

The Intramural Department encourages all students, staff and faculty to take full advantage of a liberal education, both inside and outside the classroom. The recreational opportunities on campus are vast, as well as the many other co-curricular activities available to students. Each contributes to breadth in education.

### **Structure/Staff**

The Intramural Sports Program is a component of Campus Recreation, which is organized within the Department of Student Affairs. There are two permanent, full-time Co-Directors.

### **Intramural Office**

The Intramural Office is located within the main office of the Emerson Performance Center.

## **GENERAL RULES**

### **Amendments and Disclaimer**

The Intramural Department may at any time make amendments and exceptions to any of the structural and playing rules for any reason. Such changes will be published immediately on the Intramural bulletin board and on the Intramural Web site, as well as announced at manager meetings. Policy disputes must be appealed through the Intramural Co-Directors.

### **Activity Information**

The Intramural Department publishes an information sheet for each intramural activity, which can be obtained in the Intramural Office and the lobby area in the Gillespie Residence Hall and on the Web. The information sheet details divisions of competition available for each activity, registration deadlines, playing times, locations and other special information crucial for participation. The activity sheet also specifies the rulebook that will be followed during competition and any necessary amendments and exceptions to those rules.

## **Playing Rules**

Most of HSSU Intramural Department's activities follow nationally recognized rules, usually from the National Federation of High School Athletic Associations, or other organizations that sanction a particular sport, such as the Amateur Softball Association. The Harris-Stowe Intramural Department often makes amendments and exceptions to these rules for various reasons, which reflect the University's recreational scope and local flavor.

## **Structure of Competition**

The Intramural Department offers competition in two separate divisions: Open and All-Sports Trophy. The Open division serves teams who organize for the sole purpose of competition in one or more intramural activities. The All-Sports Trophy (AST) division serves chartered campus organizations that compete against other organizations in each intramural activity, earning points toward an annual trophy.

Chartered organizations may compete in the Open division. Also, a chartered organization may enter teams both in the Open division and in the AST division. However, *a player may not participate in both Open and AST competition for the same activity* during the academic year for any team. For more information concerning AST competition, refer to the AST section of this handbook.

## **Equipment and Fees**

The Intramural Department supplies most equipment necessary for participation, excluding:

- Ball gloves
- Tennis racquets
- Golf equipment
- Personal gear (clothing, shoes, etc.)

There are NO FEES for intramural participation. Campus organizations may also check out equipment with the approval of one of the Intramural Co-Directors. All requests must be made directly to one of the Intramural Co-Directors.

## **Awards**

Although Harris-Stowe's activities are recreational in scope, the HSSU Intramural Department feels that its champions should be recognized on campus as such. Individual and members of team champions are all awarded shirts. Teams are awarded shirts for each member of the team, up to three more than the number of teammates permitted on the playing surface at any given time, specified by the published rules of the particular activity. For example, softball champions can receive up to 14 shirts, whereas basketball champions receive up to eight shirts.

Champions may receive their awards immediately after the championship event or from the Intramural Office during normal office hours.

## GETTING INVOLVED IN INTRAMURALS

### **Entry and Registration**

Teams and individuals wishing to compete in an event must submit an entry form to the Intramural Office before the published deadline. The information sheets for each activity indicate the proper entry form for each activity. Teams must be formed prior to entry; no individual entries are allowed for team sports (see Finding Teams).

### **Team Captains**

Team Captains must agree to all terms specified in this handbook, related information sheets, the Intramural bulletin board and the Intramural Web site, and they must sign each entry form. It is the responsibility of the Team Captain to ensure that each team member signs the Waiver of Liability, which can be found on the Intramural Web site.

### **Captains' Meetings**

Captains' Meetings will be held before the beginning of each sport to discuss playing rules, special situations, changes to intramural policy and to answer questions of participants. Captains and other interested participants should attend these meetings to ensure their understanding of special rules. The dates of Captains' Meetings are to be published on related activity sheets, and locations and times are published on the Intramural bulletin board and on the Intramural Web site.

## LOGISTICS

### **Event Scheduling**

Generally, Intramural pre-tournament and daily contests are published on the Intramural bulletin board the day following the published activity deadline. (The specific posting dates are published on the respective activity sheets.) All tournaments and other updated event scheduling will be available online at the Intramural game schedule Web site. Participants should remember that facilities and funds are limited and that event scheduling is reflective of that fact. The Intramural Department strives to provide participants 24 hours notice for most schedule changes. For most team sports, the Intramural Department will endeavor to provide two pre-tournament games plus a double-elimination tournament. Individual sports usually have far more entrants than team sports and are usually scheduled as single or double-elimination tournaments. Depending on the number of entrants and the availability of funding and facilities, the Intramural Department may expand or reduce certain activities to provide recreational opportunities for students. Participants should be aware of their path and schedule throughout the entire tournament! Participants should be familiar with reading and understanding standard tournament brackets. If you need help, please contact an Intramural Staff member.

### **Schedule Conflicts**

Occasionally, teams and individuals will have conflicts with intramural activity scheduling. The Intramural Department will try to accommodate schedule conflicts, but this is not always possible. If a team Captain wishes to reschedule a game, he or she must do so by 4 p.m. the business day prior to the originally scheduled game. Captains must arrange the new game time themselves. The Intramural Staff will assist in finding telephone numbers and available times. Both Captains must agree to the new game time.

Each team, individual participant and doubles partnership members may specify one conflict day on his or her entry form. The Intramural Department will attempt to always honor this conflict day in the first round of tournaments. To prevent games or matches from being needlessly forfeited or defaulted, please be aware of your personal schedule and plan accordingly.

### **Rescheduling Events**

Individual events differ from team events in that participation is dependent on one or two people. Obviously, more conflicts arise when dealing with team events. However, because individual events do not require the presence of Intramural Staff, they can often be rescheduled.

Individuals wishing to reschedule must arrange times and locations themselves. The Intramural Staff can assist in finding telephone numbers, locations and available times. Individual events may be rescheduled under the following conditions:

1. Both participants or doubles partnerships agree to reschedule the event.
2. The event coordinator is notified before 4 p.m. on the business day prior to the originally scheduled contest.
3. The event is completed before the next match that depends on the outcome of the rescheduled match.
4. The event coordinator is informed of the outcome as soon as possible and before the next match that depends on the results of the rescheduled match. If the participants do not report the winner within the given time constraints, the Intramural Department will forfeit both participants from the tournament.

### **Forfeit and Default**

*Forfeit:* If a team or participant does not have the required number of players to begin a game at the scheduled time of competition (specified by the respective information sheet and published event schedule), Intramural Officials will forfeit the contest to the opposing team. If neither team is able to start a contest, both teams will receive a forfeit. Likewise, individual contestants and doubles partnerships forfeit their matches when one or both participants fail to arrive by the scheduled time of competition. Once a team or individual forfeits a contest, that team or individual is removed from the tournament bracket and all teams that would have competed against that individual or team in the tournament will



automatically be declared the winner of that contest. If an individual or team forfeits a pre-tournament contest, that individual or team will not be assigned a spot in the tournament bracket.

*Default:* If a team or individual participant notifies the Intramural Office by 3 p.m. on the day of the scheduled event that the team or individual will not be able to compete in the contest for any reason, the opposing contestants will win the event by default. Also, a team or individual participant who has started a game but cannot continue due to injury, illness or disqualification will lose the contest by default.

However, if the same team defaults twice, this is the same as a forfeit. Organizations whose teams or individual participants lose contests by default still receive participation and placement points already earned.

### **Inclement Weather and Facility Conflicts**

The Intramural Department, in full cooperation with the management of the affected facilities, will postpone and or cancel activities for inclement weather or other specified reasons. On questionable days, participants may contact the Intramural Department after 1 p.m. to ask whether a decision has yet been made. The decision will also be posted on the Intramural bulletin board and on the Web site.

When an activity is postponed, rescheduled contests will be posted as soon as possible.

### **Off-Campus Activities**

Participants must follow the guidelines of each off-campus facility at which competitions are held. Thus, some people may be ineligible to compete at certain off-campus locations and are likewise not eligible to compete in activities held at these locations.

Harris-Stowe and all of its programs, personnel, etc. must maintain a positive relationship with the community, and thus, participants are held to a high standard when off-campus. Severe penalties will apply to those engaging in improper behavior when participating in an off-campus intramural event. Moreover, liability for damage rests with the management of the off-campus facility rather than the University. The Intramural Department works closely with the management of these facilities to ensure proper handling of these matters.

## **ELIGIBILITY**

### **General Eligibility:**

- A. *Students:* HSSU students enrolled in at least five graduate or undergraduate semester hours are eligible to compete in intramural activities.

- B. University Employees: HSSU faculty and staff are eligible to compete in intramural activities.
- C. University Contractors: University contractors and their employees may be eligible for intramural activities on a case-by-case basis. Factors used to determine eligibility include (but are not limited to) presence on campus and type of job. Contractors employed for the sole reason of intramural participation are not permitted. Please contact one of the Intramural Co-Directors regarding eligibility.
- D. Alumni and Donors: HSSU alumni and donors **are NOT eligible** to participate in intramural activities.
- E. Student Recreation Center Patrons: Individuals who have purchased memberships and who do not meet any of the above criteria **are NOT eligible** to participate.

All players must be listed on a team's roster as identified on the entry form. All roster change requests must be in writing. The Intramural Department must approve changes to the roster. No player may play on more than one same-gender team during any activity. However, a player may play on one same-gender team and one co-recreational team in a given activity. Rosters will be frozen at 5 p.m. the business day before a team's first scheduled game.

#### **Eligibility Restrictions:**

While a participant may indeed meet the eligibility requirements listed above, some restrictions do apply to student and professional athletes.

- Professional Athletes: Any otherwise eligible participant who receives or has received money for participation in a sport is not eligible for the related intramural activities.
- \*Current Intercollegiate Athletes: Any otherwise eligible participant listed on an intercollegiate athletic roster is not eligible for the related intramural activities. Red Shirt athletes are still considered intercollegiate athletes and are ineligible.
- \*Former Intercollegiate Athletes: A former intercollegiate athlete is eligible for related intramural activities provided that the former intercollegiate athlete has not been listed on the roster for at least one semester (summer does not count as a semester) prior to intramural competition. 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 former intercollegiate athlete or sport club member on the roster or team. 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 former intercollegiate athletes or sport club members (or one of each) within the team or roster. Any player who tries out with an intercollegiate team and is cut from that team is automatically eligible. If a player makes the final cut of an intercollegiate team one year

- *Sport Club Members*: A member of a sport club is eligible for related 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 former intercollegiate athlete or sport club member on their roster. 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 former intercollegiate athletes or sport club members (or one of each) on their playing roster.
- *Definition of a Former Intercollegiate Athlete*: Any person who makes the “final cut” of a intercollegiate sports program, anyone who has practiced or conditioned with the intercollegiate sports program, anyone who has received equipment from an intercollegiate sports program, anyone who was a red shirt on an intercollegiate sports program, and anyone listed on an NCAA roster for an intercollegiate sports program.

*\*The Athletic Department defines roster status. The Intramural Department maintains close relationships with the Athletic Department and each of the coaches so that such disputes can be resolved. The Athletic Department will provide us the specific date that a person was removed from a roster, and the decision of the Athletic Department in these matters is final.*

### **Related Activities for Eligibility Purposes**

<b>Competitive Sport</b>	<b>Related Intramural Activities</b>
Baseball	Softball, Co-Rec Softball
Basketball	Basketball, Co-Rec Basketball, Hot Shot, Free Throw Contests, 3-on-3, 3-Point Shoot-Out
Cross Country	Track Meet (800 m or greater) , Bunny Run, 3 Kilometer Run
Football	Flag Football
Hockey (any type)	Floor Hockey, Field Hockey, Roller Hockey
Golf	Golf
Soccer	Soccer
Softball	Softball, Co-Rec Softball
Swimming	Swim Meet
Tennis	Tennis, Pickleball
Track and or Field	Track Meet, 3 Kilometer Run
Volleyball	Volleyball, Sand Volleyball, Wallyball

### **Ineligible Players**

Teams using any ineligible players will be disqualified from competition. An AST organization using an ineligible player will lose all participation points and placement points won by that team. Teams defeated by other teams subsequently disqualified for using ineligible players will win placement points (AST) as if they had won the contests, but they will not be reinstated back into the tournament. The protesting team, however, will be reinstated back into the tournament.

## **SPORTSMANSHIP**

The Intramural Department will hold all participants and spectators to a high degree of sportsmanship. This includes respect for authority, other participants and other spectators. Intramural Officials may cite any participant or spectator with acts of unsportsmanlike conduct and may link spectators to participants for the purposes of assessing penalties.

Intramural Staff may eject participants and spectators from any contest and or event facility for acts of unsportsmanlike conduct. Those ejected for any reason may not participate in any subsequent intramural activities until meeting with a Co-Director of Intramural Sports and Recreation to discuss reinstatement. The Intramural Department will suspend any person ejected from competition two times during the academic year (in any sport or combination thereof) for the remainder of the academic year. If the ejection occurs in the last game of a school year, the penalty will carry over to the next school year, if warranted.

Fighting and malicious contact are strictly prohibited at intramural contests. Those involved in fights will receive suspensions from intramural competition for at least 30 days. Those who threaten or physically abuse Intramural Officials or other applicable authority will be suspended permanently from the Intramural program. The Intramural Department may, in extreme cases of improper conduct, suspend any person from competing and or observing intramural activities for any period of time.

Participants are responsible for intentional or negligent damage to personal and public property, and the Intramural Department may penalize those involved in such acts as well.

Any person suspended from intramural competition may appeal such decisions in writing (typewritten form only) to the Intramural Office.

The Intramural Department will report all suspensions, damages and flagrant acts to the Department of Student Affairs, the Department of Public Safety and or other authorities when necessary.

### **Sportsmanship Ratings**

The Intramural Officials involved in any given contest (umpires, referees, judges, scorekeepers, timekeepers, etc.) will discuss the sportsmanship of each team after each contest. The Officials may assign either of three ratings: Good, Fair or Poor. A Fair rating reflects that many team participants were involved in acts of unsportsmanlike conduct for a portion of the game. A Poor rating reflects that many team participants were involved in acts of unsportsmanlike conduct for the majority of the game.

The Officials will never assign a rating other than Good if only one or two participants were involved in acts of unsportsmanlike conduct; the Officials have other avenues to handle such participants such as the technical foul, yellow/red cards and ejection. In extreme cases, the Officials may also consider unsportsmanlike acts of spectators whom can be linked to a particular team (usually through membership in an AST or other competing organization).

A team, individual participant or doubles partnership receiving two Fair ratings or one Poor rating during an activity will be disqualified from further participation in that activity. The Intramural Department will notify teams when they have been assigned a Fair or Poor rating the day following the pertaining contest.

### **Sportsmanship Points**

The Intramural Department awards each participating team 100 sportsmanship points at the beginning of the academic year. To penalize poor and improper sportsmanship, these points can be deducted from an organization's standing.

Teams can lose points for the following reasons, as well as for other unspecified acts of unsportsmanlike conduct:

<b>Points</b>	<b>Offense</b>
-2	Each unsportsmanlike technical foul or yellow card. This includes pre-game and halftime dunking, taunting, baiting, etc.
-5	Each individual ejection
-5	Each roster change made without approval of the Intramural Department. Note that the Intramural Department will reverse any such changes after the proper procedure is completed. Also, entries turned in late, if accepted.
-5	Each flagrant foul
-5	Each complaint issued to the Intramural Office by members of an organization other than the designated Intramural Captain
-10	Each Fair sportsmanship rating
-20	Each Poor sportsmanship rating
-25	Each occurrence of fighting, including self-defense
-75	Organizational probation or suspension by the Intramural Department

### **Captains' Meetings Points**

Each organization earns five points for attendance at a scheduled Intramural Captains' Meeting. The organization need not send the designated Captain to each meeting; instead, any organizational representative may attend. Points cannot be made up for missing a scheduled Captains' Meeting.

Teams may also lose participation points through the following actions:

<b>Points</b>	<b>Offense</b>
-2	Organizations lose two points for each incomplete, incorrect or illegible entry form.
-5	Each entry form submitted to the Intramural Office after the close of business on the day of the published deadline. In the event that the tournament has already been constructed, the team will not be allowed to compete, and thus will not be penalized further.

### **Intramural Probation and Suspension**

The Intramural Department may suspend or place any campus organization (Open or AST) on probation for any period of time for any severe or recurring acts of unsportsmanlike conduct. During probation, an organization may continue to compete in intramural activities with the understanding that they will be suspended for further unsportsmanlike occurrences.

Organizations that are suspended by the Intramural Department are not eligible to compete in intramural activities as an organization in either the Open or AST divisions. Such organizations may not sponsor teams or participants, and direct, indirect or colloquial references to such organizations in team naming or structure are not permitted. Finally, no team or doubles partnership in any division may be composed of members of such organizations by more than 50 percent the number permitted on the playing surface at any given time, specified by the published rules of the particular activity, rounded to the least whole number.

### **Game Protests**

Participants may not protest judgment calls of Intramural Officials. Some examples of judgment calls are:

- Balls and strikes
- Out or safe
- Fair or foul
- Ball inside or out of bounds
- Fouls

*\*Note that this is by no means a complete list of judgment calls.*

*Protests are allowed on the following grounds:*

1. Participant Eligibility: When a person is believed to be ineligible to participate in an intramural contest, the protesting team's Captain or

2. Misapplication of Rules: When a participant believes that an Intramural Official has misapplied or misinterpreted a published playing rule, the respective team's Captain or manager must notify the Intramural Officials of the protest before the next play of the game. (If the decision in question happens to be the final play of the game, the protesting team must file a protest with the event supervisor before leaving the facility.) Protests made after these deadlines will not be heard.

*When a team protests a non-judgment decision made by an Intramural Official, the Officials will follow this procedure:*

1. The Game Official will suspend further play.
2. The protesting Captain will explain the playing or eligibility rule basis for protest.
3. The Game Official will respond with rationale for the original decision.
4. The Game Officials (and sometimes other Intramural personnel) will discuss the situation in the absence of all participants. These Officials will decide whether a violation has actually occurred, and if so, will correct the decision. (The decision may be appealed further to the supervising Official on duty, but is not a required step in filing a formal protest.)
5. If still not satisfied, the protesting party may then file a formal protest with an Intramural Co-Director before noon of the following business day.

*A team filing a formal protest must follow this procedure:*

1. The team must have protested the decision to the Game Official following the above procedures. The Intramural Co-Directors will not hear other such protests.
2. The formal protest must be made on the Official Intramural Form detailing the date, time and place of the situation in question, as well as a detailed description of the decision in question. This detailed description must include the concise rule citation from the published playing rules. (Protesting teams may borrow necessary publications.) The team must also record all factors necessary to restarting or reconstructing the game, such as possession, inning/half, time remaining, players on base, number of outs, etc.
3. The Intramural Department will review the protest and a decision will be issued promptly. The Intramural Co-Directors will only order that a game be replayed when the department believes that the decision of the Official had a deciding influence on the outcome of the game.

## **UNIVERSITY POLICIES AND STATE, FEDERAL AND LOCAL LAWS**

The Intramural Department must comply with all University policies, as well as federal and state laws and local ordinances.

### **Identification**

Participants must have proper HSSU identification in order to participate. Intramural Officials may request identification from any participant at any time. Failure to provide such identification, or use of false identification, may result in disqualification of any related individual, team or both.

### **Alcohol**

Alcohol is strictly prohibited on campus.

### **Discipline Dictated by the Dean of Student Affairs**

When the Intramural Department feels that an intramural participant or participating organization has engaged in an improper activity that is too severe to be handled by intramural sanctions and policy, the person or organization will be referred to the Dean of Student Affairs for further action under the HSSU disciplinary code.

When the University has sanctioned any person or organization for actions within or outside the Intramural Department, the Intramural Department may also take appropriate action. The Intramural Department will follow all guidelines from the Dean of Student Affairs concerning the privilege of an individual or organization to participate in co-curricular activities.

Organizations that are suspended by the University are not eligible to compete in intramural activities as an organization in either the Open or AST division. Such organizations may not sponsor teams or participants, and direct, indirect or colloquial references to such organizations in team naming or structure are not permitted. Finally, no team or doubles partnership in any division may be composed of members of any such organization by more than 50 percent the number permitted on the playing surface at any given time, specified by the published rules of the particular activity, rounded to the least whole number.

## **HEALTH AND SAFETY**

Intramural participants must be aware of the possibility of accidents and injuries, which are inherent to recreational and sporting activities. Moreover, participants should follow the instructions of a physician concerning their participation in athletic events.

The University is not responsible for injuries incurred to intramural participants or spectators while competing in intramural activities. It is recommended that each participant carry health and accident insurance.



Intramural Officials will stop play when an injury resulting in open blood flow occurs or when the injury can be compounded by further play (a participant down on the playing surface). Participants may not compete with open wounds or when wearing clothing that contains any amount of blood or other bodily fluid (other than perspiration).

All participants agree to these terms when submitting a roster.

### **Proper Dress**

Participants, because of safety concerns, may not wear jewelry at any time during competition. Hats are not permitted while indoors. For indoor activities, such as basketball and volleyball, bona fide headbands are allowed, but bandannas and do-rags are not acceptable (per Federation guidelines). Also, any rule, which the Student Recreation Center requires, is also to be abided by.

## **COMMUNICATION**

### **World Wide Web**

The Intramural Department maintains a Web site hosted by the HSSU Web site, which includes a copy of this handbook, schedules, information sheets, a championship page, pictures and sport rules.

### **E-Mail**

Participants should become familiar with the campus electronic mail system. The Intramural Staff may use e-mail to communicate with Team Managers and participants. For this reason, participants should check their e-mail accounts daily.