

## **ORGANIZATION | Providing Structure & Organization for Teams & Participants**

*FSU Intramural Sports schedules nearly 6,000 total games and matches for over 2,000 teams in its sports every year. We strive to provide the best organization possible for our nearly 11,000 different IM participants annually. In order for participants and teams to assist with keeping our games and matches on schedule each game day and throughout the season, the following guidelines for scheduling, game time, forfeits, and defaults have been developed.*

### **Schedules**

Schedules for most Intramural events will be ready approximately 48 hours after the entry period has ended. Changes to this policy will be announced during the entry period. Unexpected delays will be announced on the IM Rainline Twitter feed @fsuimrainline or via other social media platforms from @fsuimsports. Team captains (team sports) and individuals (individual/dual sports) are responsible for acquiring their schedule(s). Regular season and playoff schedules are available online at the FSU IMLeagues website at [IMLeagues.com/FSU](http://IMLeagues.com/FSU). Schedules will NOT be given out over the phone. The Intramural Sports staff is NOT responsible for notifying teams that schedules are ready.

### **Rainouts**

In the event of inclement weather, teams should call the IM RainLine at 850-645-RAIN (850-645-7246), check the IM RainLine Twitter feed @fsuimrainline, or visit the Intramural Sports webpage for information regarding the status of their game. Games or matches postponed due to inclement weather during the regular season are generally NOT rescheduled. Playoff games affected by inclement weather will be rescheduled by the Intramural Sports staff as soon as possible. In the event of bad weather during the playoffs, team captains should visit the Intramural Sports webpage or contact the Intramural Sports office during the next business day for reschedule information.

### **Ready to Play and Game Time**

#### *A. Ready to Play*

A team is considered ready to play when the required minimum number of players for the sport are properly signed-in with IM staff, present at the specific field or court for their scheduled contest, and properly equipped at the designated game time. For individual/dual sports, a participant is considered ready to play when they are properly signed-in with IM staff, present at the specific location for their scheduled contest, and properly equipped at the designated game time.

#### *B. Game Time*

Game time is forfeit time. All teams shall be ready to play at the designated game time.

### C. *Delayed Start Time*

At the discretion of the IM staff, the start time of a game may be delayed when staff has prior knowledge of late arriving players due to other Intramural conflicts such as back-to-back games or concurrent participation in other Intramural Sports and related travel time.

### D. *Optional Grace Period*

At the discretion of the IM staff, based on time and space availability, and with the approval of the opposing team captain, a team may be offered a 10-minute grace period from the original start time to obtain the minimum number of players required to participate or otherwise become ready to play. In such cases, the team that is ready to play retains the option to decline the grace period and take a win by default or forfeit. If the captain of the team that is ready to play decides to wait and play the game, both teams must accept the result of the game. If the team shows up during the additional time period, game time will be reduced by the number of minutes the team was late for the game. For games with timed periods, the length of each period will be reduced equally. If the team is still not ready to participate after the additional time period has expired, the game will be defaulted or forfeited as described in sections B and C. No additional time is permitted.

## Forfeits

### A. *No-Show or Failure to Field Enough Players*

If a team or contestant fails to appear at the appointed place and time (or following the optional grace period), the supervisor in charge shall declare the contest forfeited to the team or contestant ready to play. For team sports, having two less than the required number of participants ready to play at the start of a contest is considered a forfeit, unless otherwise stated in the sport's FSU IM rules.

### B. *Consequences of a Forfeit - Individual/Dual Sports*

Any contestant forfeiting because of failure to arrive at a scheduled regular season contest twice will be dropped from the league. A contestant which records a forfeit for a playoff contest in a single-elimination tournament will receive a loss for the contest and be eliminated from the tournament. The forfeit fine does not apply to individual/dual sports leagues and tournaments.



### *C. Consequences of a Regular Season Forfeit - Team Sports*

For teams registered in non-fee based sports in which officials are assigned to officiate the contest or in which there are 3 or more people comprising the standard number of players to participate for a team in the sport, the team captain will be assessed a forfeit fine when their team forfeits a regular season contest for failure to be ready to play with the required number of players (as outlined in section A). Any team which forfeits two contests will become ineligible to participate in the playoff tournament.

### *D. Multiple Regular Season Forfeits, Teams with Defaults and Forfeits*

If a team forfeits a second contest during the regular season, the team will be dropped from any further play in that sport. Teams with multiple forfeits will be assessed the forfeit fine only for the first forfeit.

If a team first defaults a regular season contest, then later forfeits any contest in the same sport, the team will be dropped from any further play in that sport. Teams will be assessed the forfeit fine for the forfeit.

### *E. Consequences of a Tournament Forfeit - Team Sports*

For teams registered in non-fee based sports in which officials are assigned to officiate the contest or in which there are 3 or more people comprising the standard number of players to participate for a team in the sport, the team captain will be assessed a forfeit fine when their team forfeits a playoff/tournament contest for failure to be ready to play with the required number of players (as outlined in section A). A team which records a forfeit for a playoff or tournament contest will receive a loss for the contest and be eliminated from the tournament.

### *F. Ineligible Players & Administrative Forfeits*

Any team using an ineligible player (Fair Play, Participating with an Ineligible Player) shall forfeit all games in which the ineligible player had played. Teams that participate with 2 or more ineligible players or 1 or more suspended participants (subsection B, parts 2 and 3) may be assessed a team forfeit fine. Otherwise, teams that are dropped from a league due to use of ineligible players or other administrative infractions shall not be charged the forfeit fee as long as the number of remaining eligible players is enough to have fielded a team that could have received a default for the contest.

### *G. Team Forfeit Fine*

The forfeit fine applies only to teams registered for non-fee based sports in which officials are assigned to officiate the contest or when 3 or more people comprise the standard number of players to participate for a team. For all sports the fine is \$30. This can be assessed through any combination of two defaults or forfeits (1 DF, 1 FF; 2 DF; 2 FF).

### *H. Assessment and Payment of Forfeit Fine*

The fine is assessed to the individual who registered the team and acknowledged all captain's requirements, unless changed through written documentation. The fine will be assessed under the captain's name in the department's billing system.

Fines may be paid at the Leach Center or Fitness & Movement Clinic front desks or online via Rec Connect. Within the final month each semester, any new fines and unpaid fines in the departmental billing system will be assessed to the captain's university account via FSU Student Financial Services. These fines are payable through the University Cashier's Office located in 1500 University Center A. Failure to pay the forfeit fine can result in a hold on a student's class registration or reception of a graduate's diploma until properly paid.

#### *I. Forfeit Fine Appeal Process*

Intramural Sports recognizes that there are extenuating circumstances which may arise that can cause a team to not have enough players to play a contest. These circumstances include, but are not limited to, accidents, family emergencies, and other unforeseen incidents. Work, class conflicts and tests, and conflicts with other IM contests are not considered extenuating circumstances. The team captain must appeal the forfeit fine by the end of the second business day following the day of the forfeit (i.e. end of Wednesday for Monday forfeits). A written appeal is required and shall be submitted to the Director of Intramural Sports in 1035 Tully Gym or via email from the Intramural Sports webpage. Evidence shall be provided at the request of the Director.

#### *J. Team Drop Fine*

The drop fine applies only to teams registered for non-fee based sports in which officials are assigned to officiate the contest or when 3 or more people comprise the standard number of players to participate for a team. If a team wants to be dropped from the league during the regular season after a schedule has been released, a team will be assessed a \$30 drop fine.

#### *K. Players on Teams Winning by Forfeit*

If a team wins a game by a forfeit, all names listed and verified as eligible by the Intramural Sports staff will be considered to have played that game.

#### *L. Players on Teams Forfeiting Their Only Game*

If a team forfeits its first scheduled contest and subsequently drops out of the league without playing a contest, those players who have signed-in for the forfeiting team will not be considered part of that team and may join another team without penalty.

### **Defaults**

#### *A. Failure to Field Enough Players*

At game time or following the optional grace period, one less than the required number of participants to start a contest is considered a default, unless otherwise stated in the sport's FSU IM rules.

#### *B. Attempted Reschedule/Reported Default*

When teams are aware that they will be unable to field the required number of players for a game or match, the team should notify the Intramural Sports Office no later than 12 Noon on the day of the contest (12 Noon Friday for Sunday games) to receive a default for the scheduled contest.

### *C. Consequences of a Regular Season Default*

A team which records a default (at the game site or by notifying the IM Office) for a regular season contest receives a loss and no sportsmanship rating for the defaulted contest. The team will be retained in the league without penalty for the remainder of its scheduled games. If the team opts to drop from the league following a default, the team captain shall be assessed a registration cancellation fine. Players who have signed-in for a team that defaults its first regular season game and subsequently drops out of the league without playing a game will not be considered part of that team and may join another team without penalty.

### *D. Multiple Regular Season Defaults*

If a team defaults (game-site or reported) a second game during the regular season, the team will be dropped from any further play in that sport. The team captain shall be assessed a drop fine (as outlined in section J of Forfeits).

### *E. Consequences of a Tournament Default*

A team which records a default for a playoff contest in a single-elimination tournament will receive a loss for the contest and be eliminated from the tournament. No forfeit or drop fine applies to defaults in tournament play.

## **Reschedules - Team Sports**

### *A. Regular Season Games*

Requests to reschedule regular season games or matches are not accepted by the Intramural Sports Office. Teams are provided with day and/or time selection and notification of special dates during the registration process and should select their team's playing day and/or time accordingly.

### *B. Playoff Games - Early Rounds*

For contests outside of the final two rounds of the division's tournament (semifinals or championship) a team may request a reschedule, only if they participated in a playoff draw via IMLeagues. Teams are provided a choice of playing days and/or times on IMLeagues for major sports. For other sports, teams are generally scheduled for playoff games on the same day as regular season contests. Requests will be considered only for the following documented reasons:

1. Conflict with another Intramural Sports playoff game (in any sport) by at least 2 members of the team. Such members must be on the game roster (played in a game) on both of the conflicting teams at the time of the request.
2. Conflict with another University-sanctioned activity by at least 4 members of the team. Activity must be coordinated or conducted by an official University entity. Documentation of participation may be required.



### C. *Playoff Games - Semifinal Round and Championship Round*

Requests to reschedule playoff games or matches are only considered for contests within the final two rounds of the division's tournament (semifinals or championship) and only for the following documented reasons:

1. Conflict with another Intramural Sports playoff game (in any sport) by at least 2 members of the team. Such members must be on the game roster (played in a game) on both of the conflicting teams at the time of the request.
2. Conflict with another University-sanctioned activity by at least 4 members of the team. Activity must be coordinated or conducted by an official University entity. Documentation of participation may be required.

### D. *Reschedule Request Procedure*

Requests for reschedules will need to be completed the day following a team's advancement leading into the conflicting playoff round; i.e. requests for a change to a quarterfinal game will need to be made the day following the team's advancement from the round of 16.

### E. *Administrative Action*

The Intramural Sports Office will work within its playoff schedule parameters to identify an alternative day and/or time for the conflicting game which best accommodates the desires of all involved teams. While reschedule requests may be accepted, the Intramural Sports Office cannot guarantee that such requests can be accommodated. In such cases, the game shall continue to be played as scheduled; the requesting team may request a free default of the contest to avoid a forfeit.

## **Playoff Structure - Major Sports**

### A. *Playoff Qualification*

All teams in competitive and recreational divisions qualify for the postseason playoffs regardless of record **EXCEPT:**

1. Those teams that have an average sportsmanship rating below 3.0.
2. Those teams dropped from regular season play due to multiple defaults, forfeits, or disciplinary matters.

Waitlist teams, must be scheduled for at least 40% of the total regular season games available to non-waitlist teams to be eligible for participation in the playoffs. Independent men's teams participating in fraternity regular season play due to waitlist placement are eligible for transfer to the men's playoffs. All men's teams will be placed in one of the competitive league playoff brackets, based on regular season record. Independent women's teams participating in sorority regular season play due to waitlist placement are eligible for transfer to the women's playoffs.

### *B. Playoff Structure*

When multiple divisions are initially available in a sport, the competitive and recreation divisions will be divided into two separate playoff brackets. Teams that are .500 and above in the competitive bracket will play in the garnet division for the All-Campus Championship. Teams that fall below .500 will play in the Gold playoff bracket for a league championship.

Teams that are in the recreational division and finish .500 and above will compete in the Garnet bracket and play for a league championship. Teams that fall below .500 will be assigned to the Gold playoff bracket and will compete in a playoff tournament. However, the team that wins the recreational Gold playoff tournament will not be awarded a championship award. Instead, we will reward the team with the best sportsmanship in the recreational Gold bracket.

### *C. Playoff Division Quotas*

Postseason playoffs in all major sports are comprised of various levels (postseason divisions) with a predetermined target number of teams in each level. Teams that finish .500 will be placed into the Garnet bracket, unless playoff brackets are unbalanced. At that time, the IM Sports staff will look at all .500 teams and determine what bracket they should be in based on margin of victory, balance of league, and big wins/loses. Specific numbers will be determined based on the total number of eligible playoff teams and other evaluation by Intramural Sports.

### *D. Playoff Division Assignments/Team Standings Points Structure*

Teams qualify for a specific level for the playoffs based on regular season division, record, and margin of victory or defeat in all games completed prior to the time of the playoff draw.

All men's teams from the competitive and recreational divisions are then ordered and divided into playoff levels based on the record and target number of teams for each postseason division. Similarly, all Co-Rec teams from competitive and recreational divisions will be ordered and divided into playoff levels based on record and the assigned target percentage or number for each postseason division.

### *E. Promotions and Demotions*

Any team in the competitive or recreational divisions in men's or Co-Rec may request a promotion to a higher division or demotion to a lower division for postseason play at any point prior to the playoff draw for the sport. All promotions and demotions must be approved by the Intramural Sports staff.

The IM staff reserves the right to promote or demote teams, without consent, to another level of the playoffs as necessary to increase the competitiveness of a division and/or the enjoyment of the other teams in the division.

### *F. Single Division Regular Season Leagues*

Leagues with a single division available for regular season play that splits into two divisions for postseason tournament play will follow the procedure set forth for Co-Rec competitive and recreational teams with promotions and demotions occurring between these two divisions.

## G. Greek Organizations

All teams qualify for the postseason playoffs regardless of record **EXCEPT:**

1. Those teams that have an average sportsmanship rating below 3.0.
2. Those teams dropped from regular season play due to multiple defaults, forfeits, or disciplinary matters.

Waitlist teams, must be scheduled for at least 40% of the total regular season games available to non-waitlist teams to be eligible for participation in the playoffs. Fraternity teams must participate in men's competitive regular season play to be eligible to transfer to the fraternity playoffs. When divisional play is available, Garnet teams must participate in a men's competitive league and Gold teams must participate in men's competitive league to be eligible for transfer to the corresponding divisional playoffs. Fraternity and sorority teams are seeded for the playoffs based on their regular season records in full-season sports.

## H. Playoff Seeding and Tiebreakers - Specified Leagues Only

All teams in a particular league and/or division, regardless of regular season playing day or time, will be combined into a single standings for the purpose of assigning playoff seeds. Ties for playoff positions are broken according to the following structure:

1. Teams without a forfeit among the tied teams.
2. Teams without a default among the tied teams.
3. Best sportsmanship average among the tied teams.
4. Best won-loss record of games among the tied teams.
5. Fewest points given up in games against the tied teams.
6. Most points scored in games against the tied teams.
7. Best win-loss record of games against common opponents.
8. Fewest points given up in games against common opponents.
9. Most points scored in games against common opponents.
10. Fewest points given up in all games.
11. Most points scored in all games.
12. Coin toss.

When 3 or more teams are tied and a single tiebreaker can determine the seeding of all teams, it will be implemented to determine all seeds. However when 3 or more teams are tied and a tiebreaker eliminates one of the teams from the tie but leaves 2 or more still tied, the order for the remaining tied teams will be determined by restarting the tiebreaker procedure with tiebreaker 1 for those teams.

For points scored or points given up tiebreakers, teams winning by default or forfeit will have their point totals multiplied by the appropriate coefficient to adjust their point totals to reflect a point total based on a equivalent number of games played among the other tied teams.

A team that transfers from a non-playoff seeding league into a league with playoff seeding for the postseason will be seeded based on overall record. In case of a tie in the standings, a team that transfers into a playoff seeding league will drop below all other tied teams that initially participated in the league. If multiple teams transfer into a playoff seeding league and are tied in the standings, the tiebreaker method will be used to break the tie among these teams, however they will already be seeded below any other tied teams that initially participated in the league.



### *I. Virtual Playoff Draw*

Men's, women's, and Co-Rec teams select their playoff game dates and times at a playoff draw conducted typically during the fourth week of the regular season via IMLeagues. The team captain or a team representative will have the opportunity to survey the entire playoff bracket with predetermined game dates and times for all rounds of play. Representatives will select their playoff position accordingly. Selection order is determined by sportsmanship rating, then regular season record. Brackets become available to see the day before the draw. Teams are separated by one minute to pick their position in the bracket. Once the bracket is open, a team can pick up until 12 Noon the next day if they miss their original time slot. If your team wants to switch spots during the draw, contact the Intramural Sports Office. Teams not in attendance at the playoff draw meeting will be placed into the bracket at random. Once the bracket is set, no reschedules are permitted during the playoffs except in the event of inclement weather or as stated in Reschedules (Team Sports), part of the Organization principle.

### *J. Playoff Tournaments & All-Campus Championships*

Each divisional playoff tournament will be completed independently. The men's competitive champion will meet the fraternity champion for the men's all-campus championship. The women's competitive champion will meet the sorority champion for the women's all-campus title. Winners from other lower division tournaments will not face each other for an overall title.

## **Playoff Structure - Minor Sports & Short-Season Sports**

### *A. Playoff Qualification*

All teams qualify for the postseason playoffs regardless of record **EXCEPT:**

1. Those teams that have an average sportsmanship rating below 3.0.
2. Those teams dropped from regular season play due to multiple defaults, forfeits, or disciplinary matters.

### *B. Playoff Structure*

For playoffs in minor sports and short-season sports, all teams shall remain within the division in which they initially registered except when a single division is divided into two or more divisions for postseason play. In such cases, the Intramural Sports Office shall determine a fair and reasonable method for dividing teams into separate divisions based on competition-based information available at the time of playoff scheduling.

### *C. Promotions and Demotions*

Any team may request a promotion to a higher division or demotion to a lower division for postseason play at any point prior to the date of playoff scheduling for the sport. All promotions and demotions must be approved by the Intramural Sports staff.

The IM staff reserves the right to promote or demote teams, without consent, to another level of the playoffs as necessary to increase the competitiveness of a division and/or the enjoyment of the other teams in the division.