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Directory

Office of Campus Recreation
1400 Washington Avenue
Physical Education Building B107
Phone: (518) 442-2627
E-mail: Campusrecreation@albany.edu

Sam Axley
Director of Campus Recreation
saxley@albany.edu

Craig Brewer
Associate Director of Campus Recreation
cbrewer@albany.edu

Marissa Allen
Assistant Director of Intramural and Club Sports
mlallen@albany.edu

Will Adams
Graduate Assistant - Intramural Sports
intramurals@albany.edu
Introduction

The University at Albany Office of Campus Recreation is an essential component to the overall mission of the University at Albany. Its mission is to provide students, faculty and staff with an enjoyable and positive intramural experience in an organized and competitive environment. While the game atmosphere is often competitive, ensuring participant safety, providing a fun, social atmosphere, and promoting sportsmanlike behavior among participants, spectators, and team followers are our primary concerns. The game atmosphere should remain good-natured at all times. Participants shall maintain good sportsmanship throughout their participation in all facets of the Intramural program.
Eligibility

All undergraduate & graduate students who have paid the recreation fee, and are currently enrolled in any department or college of the University, shall be eligible to participate in all intramural offerings and shall retain that status until they withdraw, graduate, take a leave of absence, or fail to comply with eligibility rules or other guidelines.

A. University at Albany varsity athletes are not eligible to play an intramural sport that is correlated to their varsity sport during the same academic year. All athletes who receive an athletic scholarship are not eligible to participate in a like intramural sport during the same year that they received their scholarship.

B. Varsity athletes must receive approval from the University at Albany athletic department before participation in an intramural sport.

1. Only participants who have their University at Albany Photo ID (SUNY card) are eligible to play. No other form of identification will be accepted. No exceptions.

2. Any contest in which an ineligible player was used will be forfeited. The team playing with ineligible player(s) will be suspended from the league, and the team(s) playing against the disqualified team will be awarded given the win(s).

A. Upon suspension, the team captain will need to contact the Office of Campus Recreation to set up a meeting with the Intramural Coordinator before their next game. During this meeting, The Office of Campus Recreation reserves the right to remove the team from the league for failure to comply with the regulations set forth by the Intramural Handbook. Failure to set up or attend a meeting will result in the indefinite removal of the team from the league.

B. In the event that there are still games scheduled for the removed team, these games will be forfeited and the team will no longer be eligible to receive their forfeit fee refund.

Regular Season and Tournament Eligibility (for team sports only).

A. Regular season with tournament: Individual players may be added to the roster until specified date. Players may NOT be added to the roster once the registration end date has passed in order to ensure fairness.

B. Participants are expected to remain committed to one team in a sports league. A player cannot switch teams for the remainder of that sport, league, or tournament (exception: first team forfeits immediately and/or person did not participate in any contest). Participants may play on one Men’s, Women’s, or Co-Ed team per sport, per division.

C. A team must begin play with the minimum number of required players as the official rules specify for that particular sport. Forfeiting games can jeopardize a team’s placement in a league. A team with two forfeits will be removed from the league and will not receive their forfeit fee refund if one was charged prior to the start of the season.

D. If you need additional players, the Office of Campus Recreation may have a list of individuals seeking to play on a team. The “Free Agents” section of IMLeagues also has a list of participants looking for an intramural team.
Registration

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

How to Create an IMLeagues Account:

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 http://www.imleagues.com/Schools/Albany/Registration, or go to www.IMLeagues.com and click Create Account

2. Enter your information using your school email (e.g. participant14@albany.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. Hover the mouse over “Register” at the top right of your User Homepage and click Create Team, Join Team, or Join as Free Agent

3. The current sports offered will be displayed: click on the sport you wish to join.

4. Choose the league you wish to play in (Men’s A, Men’s B, Women, etc.)

5. Choose the division you wish to play in (e.g. Purple Division)

You can join the sport one of three ways:

1. **Create a team (become a Team Captain).** Captains can invite members to their team by clicking the “Invite Members” link on the team page. Invited members must accept the invitation to be added to your roster and eligible to participate.
   i. If teammates are already registered with IMLeagues, search for their name and invite them.
   ii. If teammates have not registered with IMLeagues, scroll down to the “Invite by Email Address” box, and input their email address.

2. **Join a team.** Use the Create/Join Team Button at top right of every page
   A. Accept request(s) from the captain to join his team
   B. Find a team and captain’s name on division/league page, and request to join
   C. Go to the captain’s playercard page, view his team, and request to join

3. **Join as a Free Agent.** You can list yourself as a free agent for any desired sport. Post information about yourself and IMLeagues will notify you when a captain has requested to add you to their team.
Captain Responsibilities

Each team entering an Intramural Sports activity must have an active captain, as the success of the Intramural Sports program depends largely on the leadership skills and interest of the team captain. Successful teams usually have dedicated and efficient team captains. Captains and co-captains must be playing members listed on the official team roster. The captain and/or co-captains should be interested in the welfare of the Intramural Program as well as that of his/her team. He/she is required to provide two forms of contact information (cell phone number and email address preferred). He/she should be a capable and conscientious person who will serve as a liaison between the Office of Campus Recreation and the team. The captain is also the person to whom communication/correspondence will be directed. Some of the team captain’s duties include, but are not limited to:

1. **Signing up and registering** their team on www.imleagues.com during the registration period.

2. **Attend the scheduled Captain’s Meeting** for the selected (each) sport. It is the responsibility of each team Captain to attend the meeting and obtain information concerning intramural rules and scheduling. If the captain cannot attend, a team may send a capable, conscientious, and responsible person to serve as the team representative. Information crucial to your team’s success is made available at this time.
   a. Registration is complete upon payment received by the Office of Campus Recreation at Captain’s Meeting. Failure to attend the Captain’s meeting may result in forfeiting your team’s position in the league despite online registration.

3. Each team is responsible for maintaining good sportsmanship among the coaches, players, and spectators before, during, and after competition (See Sportsmanship Rating).
   a. Serving as a leader at contests by communicating with officials and supervisors and promoting fair play by helping to create a positive atmosphere.
   b. Encouraging their team’s players to prevent their fans from heckling officials, and to help the officials control the fans so that the game is not disrupted. If the fans get out of control, the officials will issue a team captains a warning. If the captain does not gain control of the crowd they will face a violation at the discretion of the official.

4. Team Captains are the only participants permitted to talk to the official. If there is a question about an official’s call, the captain is allowed to politely and respectfully approach the official to discuss the call once the play has stopped. Questioning an official’s call during play is not permitted as it takes the attention of the official away from the game.
   i. If a Team Captain feels the official erroneously interpreted a rule they may say, **“I PROTEST”** at which time play will stop (see Protests). Players other than the Team Captain who address an official may be penalized. Any participant (including team captains) who disrespectfully address an official will be penalized.

5. Captains are responsible for responding to the Intramural Sports staff concerning schedule changes, tournament structure, eligible player inquiries, team conduct, etc. (e.g. rescheduling games)

6. Provide an accurate and valid email address and phone number for contact which to send all correspondences; It’s in the best interest of the Captain (and teammates) to check their email at least 3 times per week during sport season for updates and/or changes from the intramural staff. (Email is the fastest and easiest way to contact you with this information). Ex: Weather-related cancellations.

7. Immediately inform the Intramural Sports staff of any changes of captain’s/team’s information.
8. Being familiar with the Intramural Sports Handbook rules and policies, and ensuring that they are followed. Captains should notify team members of rules, playing schedules and changes, eligibility policies, and ensuring that their team is in compliance. Captains are responsible for informing all members of the team of the proper process if a team member is ejected from an intramural event.

9. Regularly checking the schedule on the website or the intramural sports bulletin board for your team’s schedule (as they are subject to change).

10. Promptly responding to intramural staff concerning schedule changes, eligibility inquiries, and player ejections (within 48 hours).

11. Representing the team in the case of a protest.

12. Notifying the Office of Campus Recreation if their team will not be attending a scheduled contest one business day before game day by 3:00 pm.
Assumption of Risk

The University at Albany, its officers, agents, and employees, is not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in intramural sports activities, including the use of intramural facilities and equipment. The University at Albany does not provide medical, health, or other insurance for participants. Medical expenses incurred such as ambulance, doctor bills and x-rays will be the responsibility of the participant. Purchasing adequate health/medical insurance prior to participation is strongly recommended.

The Intramural Program staff will work hard to ensure that all participants have the safest experience, but insuring absolute safety is not possible. Be aware that participation in intramural sports activities, including use of intramural facilities and equipment, is completely voluntary. There are risks and hazards, minor and serious, associated with participation in intramural sports (athletic/recreation) activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in intramural sport activities.

Any injury and/or accident should be reported immediately to the supervisor in charge.

Safety and Proper Sports Attire

1. All jewelry, watches, hats, and any other personal items should be removed before participation.
2. Under no circumstances will a player wearing a cast or a splint be permitted to play. Braces with exposed metal must be covered.
3. Any person(s) bleeding and/or having blood on clothing will be removed from competition. Please see Injuries, Open Wounds and Lacerations for further information.

Injuries, Open Wounds & Lacerations

Participation in sporting activities may cause injury and exposure to blood borne pathogens. Blood borne pathogens are pathogenic microorganisms that are present in human blood and can cause diseases in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV). The intramural sports program will make every effort to minimize exposure to its employees and participants. Whenever an intramural sports participant suffers a laceration or wound where bleeding occurs, the competition shall be stopped at the earliest possible time and the participant will be required to leave the field of play. The participant will not be allowed to return to the competition until:

1. The bleeding has stopped and the wound has been completely covered.
2. Any clothing that has been soiled by blood has been changed.

The Intramural Staff is trained and certified to respond to emergency situations; therefore all injuries should be reported to the game officials and/or site supervisor on duty. All minor injuries can be handled by the intramural staff with a first aid kit, or Five Quad will be called to assist the injured person with treatment. All major injuries or emergencies will be handled immediately by the Head Official by calling Five Quad and proceeding with First Aid/CPR as needed. Five Quad will be sent for as soon as possible, unless the participant actively refuses.
Injuries/Liability

All participants must sign a waiver prior to competing or participating in any and all intramural events and sports.

1. University at Albany, the State University of New York and the State of New York are not liable for any injuries, damages or other losses which individuals may incur while using recreational sports facilities, or participating in the Intramurals Programs provided by the Office of Campus Recreation.

Individuals specifically assume all risks of injuries, damages, or other losses while using any University equipment or facilities at UAlbany, or while participating in any intramural program, exercise or activity at the University at Albany or on UAlbany’s premises.

2. Participants may use their own equipment if it is approved by the Officials. All approvals are based on the policies and game rules for each sport. Personal equipment that creates an advantage will need to be approved by official and opposing team. Final say on equipment legality is at the discretion of the officials. Please do not ask Intramural Sports staff members to watch your equipment. The Intramural Sports staff is not responsible for the damage or loss of any equipment owned by the participants.
Forfeits and Defaults

Registration is complete upon receipt of League and Forfeit Fees at the Captain’s Meeting. Be aware of announcements on IMLeagues for the date of the Captain’s meeting. The Office of Campus Recreation can only accept payments in the form of a money order. No Exceptions.

Forfeit Fees and League Fees

a. Each team that attends the captains meeting must pay the standard $50.00 forfeit fee, in the form of a money order, to complete registration of their intramural team. This refundable fee is imposed to discourage teams from forfeiting Teams with no forfeits during the regular season will be refunded this deposit. Teams that have sustained one forfeit will be refunded half of the deposit. If your team has become ineligible for a refund due to multiple forfeits, the team captain will be notified of their failure to attend games/properly notify absence, and the team will be dismissed from the league.

b. The League fee varies for each sport offered. This money will be paid in addition to the forfeit fee and in the form of a separate money order.

c. A Forfeit is a played or un-played game that is recorded as a forfeit because a team failed to show up for its scheduled contest or displayed unsportsmanlike behavior.

d. A Default is an un-played game that is recorded as a loss rather than a forfeit. Giving ample time for notification allows the Office of Campus Recreation to notify the opposing team of the game cancellation.

e. Eligibility for refund of a forfeit fee depends on game attendance. In the event a team cannot attend a game, the captain must notify the Office of Campus Recreation a business day before the game by 3:00 pm via phone or email. If your team has a game on the weekend, the notification must be made by Friday at 3:00 pm. With proper notification, your team will sustain the loss as 1 default.

   No forfeits or 1 Default = Full Refund
   1 Forfeit or 2 Defaults = $25 Refund
   2+ Forfeits = No Refund

Game Time

It is recommended that teams arrive 15-20 minutes prior to the start of each game in order to allow time to sign in and warm up. Teams will be allowed a grace period of 5 minutes after the official game time to meet the minimum number of required players; failure to meet this minimum number will result in a forfeit. All forfeited games will be recorded as a loss. This policy will be unilaterally enforced.

Please make every attempt to show up for scheduled contest. If your team is unable to make a scheduled contest, it is the responsibility of the captain to notify the Office of Campus Recreation.

Refund Policy - In order for teams to receive a full refund (league fee and forfeit fee) they must drop out of the league BEFORE their FIRST game. If a team participates in any game they will not receive a refund.
Rescheduling

The high volume of intramural teams involved in the program means limited time frames for scheduling. Thus, rescheduling games will be a rare opportunity. If a team is unable to attend a scheduled contest, they are encouraged to reach out to their opponent team ahead of time and reschedule on IMLeagues. The Intramural Department cannot guarantee a new playing time other than the slots made available in the beginning of the season. In elimination tournaments, postponed contests must be rescheduled within a period of time that does not delay progress of the tournament itself.

If a player or team knows of potential conflicts, and wishes to reschedule they:

A. A contest can only be rescheduled or cancelled by the agreement of representatives from both teams.
B. The captain requesting to reschedule/cancel should communicate with their opponent that they want to reschedule their game and send a rescheduling proposal to their opponent. In addition, we encourage you to message the captain of the other team to notify them of your scheduling conflict. Email contact information can be found on IM Leagues when you click on the opposing team’s roster.
C. A representative of both teams must complete the online rescheduling process through IM Leagues by selecting “reschedule/cancel” next to their team’s schedule on their team page.
D. Both captains must approve the proposed reschedule time by 3:00 pm the day before Game Day. Games on Saturday/Sunday need to be rescheduled by Friday at 12:00 pm (prior to the Game Day weekend).
E. Rescheduling a play-off game should be done as far in advance as possible. If you have an idea of days you may not be available, make sure to let the Intramural Coordinator aware of your time frame preference for games. When looking at the play-off brackets please consider future games and if they will impact your team. If a new game time cannot be agreed upon the game will be played at its original date/time.

Games are not officially rescheduled until approved by an Intramural Sports Administrator. It is the responsibility of both teams to check and see if a rescheduled game has been approved in IM Leagues.

Cancellations/Weather

In some cases cancellations may be necessary due to inclement weather or facility scheduling concerns. Every effort will be made to reschedule cancelled/postponed games as best as space and time permits, however, we may not be able to reschedule all contests. The Office of Campus Recreation makes decisions regarding inclement weather as early as possible. Head officials have the authority to postpone a contest in the event of inclement weather. A game will be replayed if the first half is not completed. If called during play of the second half, the team who is ahead at the time will be declared the winner. If called during half-time, the second half will be played at a later date. Each score and penalty situations, I.E. sportsmanship, will be carried over.
Protests

It is the strong belief of this program that contests should be won or lost on the field of play, not through the technicalities of rules. No protests shall be entertained which concern judgment calls on the part of an official.

1. Types of Protests

   A. Judgment Decisions: Players or captains may not protest an Official’s judgment calls. Attempted protest(s) lodged on judgment may be penalized.

   B. Player Eligibility: Protest may be made at any time by the intramural staff or any participant. Any team or individual protesting the eligibility of a player should have sufficient reason to believe that the player is ineligible. In the case of an obvious violation of eligibility rules, a protest may be granted. To ensure honest sport competition, protests of alleged eligibility violations should be made prior to games to the supervisor rather than waiting to determine the outcome of the contest.

   C. Rule Interpretation: A captain may lodge a protest on an official’s or scorekeeper’s rule interpretation, but must do so at the time of the incident. If a protest is going to be lodged, a captain must first call a time-out and then say “I PROTEST”.

Protesting Rule Interpretation: Protests concerning rule interpretations must be logged with the head official and Site Supervisor on duty at the time of the incident. The head official will stop play and immediately gather with the other officials that are refereeing the game in question. The head official will note the score and time left of the game. The head official can make a ruling at that time or the protest can be presented to the Coordinator for further review.

In circumstances where an individual feels a protest should be appealed, s/he must notify the head official that a protest is being registered and the Protest Form must be completed and submitted to the Intramural Coordinator/Assistant Director of the Office of Campus Recreation in the PE building room B107 by 12:00pm (noon) the day after the incident in question (Monday for weekend games). Protests lodged after this time will not be considered. Games which are protested over the interpretation of rules which are upheld by the Assistant Director of the Office of Campus Recreation, with the infraction believed to have a bearing on the final outcome of the game (in most cases), shall be played from that point, excluding time limit infractions.
Sportsmanship

Every team is responsible for the conduct of its players and followers. Any conduct judged as detrimental to the participants, program, or any particular contest, may result in loss of the contest, suspension of the individual player, suspension of the entire team, or other appropriate action.

Students are always subject to the University Code of Conduct (Community Rights and Responsibilities). Harassment (verbal or otherwise) including sexual, racial, ethnic or religious harassment that causes injury, distress, emotional or physical discomfort, is one of the offenses which may result in disciplinary action. The Office of Campus Recreation and the Intramural Sports program will vigorously enforce all sections of the code to insure that participants feel welcome and enjoy the benefits of a recreational activity.

Sportsmanship Guidelines

Players are expected to display good sportsmanship toward opponents and Office of Campus Recreation Staff and participants at all times. A player may be declared ineligible to participate in any organized intramural activity for inappropriate behavior toward Office of Campus Recreation staff or opponents. Office of Campus Recreation staff members have the authority to stop any contest when players and/or spectators engage in misconduct (unruly or disorderly behavior); No warning by staff members is required.

In order to make playoffs, each team must have an average score of at least a 3.0. This sportsmanship average will preceed all other factors when determining seed placement.

Any individual that is involved in a fight (verbal or physical) will be subject to an automatic ejection from the game and could result in team suspension and referral to judicial affairs. If necessary, University Police will be called. Individuals who have been ejected (included being red carded) from a contest will not be eligible to participate in any intramural sports program until they have met with the Intramural Coordinator and Assistant Director of the Office of Campus Recreation. A team must maintain control of its members. They must also exhibit a high standard of sportsmanship for their group that is expected at an institution of higher education. ANY PERSON EJECTED FROM A GAME OR GAME SITE MUST LEAVE THE GAME SITE IMMEDIATELY

2. The Office of Campus Recreation staff members may declare a forfeit against one or both of the teams in instances where poor sportsmanship is displayed.

3. Any participant or organization suspended from intramural activities due to violations of guidelines established in this handbook or sport rules will have the opportunity to participate in due process to insure protection of rights. The Office of Campus Recreation professional staff will hear information from all involved parties and make an appropriate decision based on that information.

4. Campus Recreation Staff members have the authority to rule on any situation not specially covered in the rules, to issue a yellow card, issue a red card, stop the game, or make weather decisions as deemed necessary to ensure the safety and well-being of the participants and the Office of Campus Recreation. Half of a point can be removed from the final rating for failure to leave the space in pristine conditions or failure to wear appropriate sports attire/matching jerseys.

Any team receiving a sportsmanship rating of 2.0 or less will be placed on automatic suspension, and will need to be in contact with the Intramural Coordinator to determine their position in the league. Teams that qualify for suspension must be notified.
4.0 - Good Conduct and Sportsmanship
3.0 - Average Conduct and Sportsmanship
2.0 - Below Average Conduct and Sportsmanship
1.0 - Poor Conduct and Sportsmanship
0.0 - Unacceptable Conduct and Sportsmanship *Game is forfeited, or Game is ended due to unsportsmanlike conduct including but not limited to:
ejections, failing to assist in removing an ejected player from the playing area, ignored warnings made by officials, fight or attempted fight, or if a player(s) make unnecessary contact with an official.

In order to make playoffs, each team must have an average score of at least a 3.0. This sportsmanship average will precede all other factors when determining seed placement. Once a team passes the 3.0 average, win-loss ratio, point differential, and head to head factors will be put into consideration for seeding.

TO THE SPECTATOR: Spectators are welcome at all games and activities. However, team captains are responsible for their spectator's behavior. Fans are expected to follow the sportsmanship policy explained in this handbook. Our mission is to provide all participants, staff members and spectators with a fun and enjoyable experience. It is the responsibility of each spectator to do everything possible to ensure that the game atmosphere is friendly and goodnatured.

Sportsmanship is vital to the conduct of every Intramural contest. In order to encourage proper conduct during games, officials, administrative personnel, and commissioners shall make decisions on whether to warn, penalize or eject players or teams for poor sportsmanship. These decisions are final. The Office of Campus Recreation staff will rule on further penalties as a result of unsportsmanlike conduct. Each participant should choose his or her team members carefully, as all team members will suffer the consequences of any disciplinary action taken by the Office of Campus Recreation staff against that team for violation of the intramural rules and sportsmanship guidelines.

Officials

The Recreation and Intramural Services Department encourages all students to consider employment opportunities within the Intramural Sports department. Experience is not necessary (but preferred); the desire to learn and participate is valued above all. The Intramural Sports staff will provide training to all officials. Every official will be required to attend training sessions, which may include:

- Official clinics and meetings
- Rules examination
• Observation of games

• Continual evaluation and performance feedback

The staff of Officials is made up of University at Albany students. Their role is to produce a healthy, sportsmanlike and enjoyable game situation. Therefore, it is the responsibility of all participants to respect the judgment of the Officials as all games are played in the spirit of competitive fun. The Office of Campus Recreation chooses the best candidates to represent the Intramural Program and its mission. Any student who wishes to work as an official should inquire in the Office of Recreation.

Participant Feedback

With the enormity of the Intramural Sports program, the Professional staff can only try to be at every game or event. The Assistant Director and Intramural Coordinator rely on reports by Campus Rec Staff of situations, program ideas, and other feedback. However, these reports may miss details and valuable opinions. Participants are encouraged to submit participant feedback, on the website or by email to Intramurals@albany.edu and IMadmin@albany.edu.
Rules

Rules for every Intramural Sport are available on the IMLeagues website under the “Info” Icon> Handbooks & Manuals”. The rules are based on regulations set forth by the National Intramural-Recreational Sports Association, National Federation of State High School Associations, and modifications created by the Office of Campus Recreation. While these sports are officiated with a standard set of rules, it is important to note that Intramurals are played in the spirit of a recreational environment. With the mission of health and wellness in mind, we encourage students of all skill levels to play.

Rule Changes
Campus Recreation reserves the right to put into effect any rule changes regarding intramural sports. An attempt will be made to notify all participants and teams of such changes in a timely fashion.

**Rule Protests**

The Office of Campus Recreation highly values the feedback of student participants, especially in regards to improving the Intramural Program. Participants are welcome to provide rule revisions they wish to see enforced by emailing the Intramural Coordinate at Intramurals@albany.edu with as much detail as possible. During the review process of this rule revision request, the Intramural Coordinator and Director will analyze how this rule will advance play for the sport in question. The Coordinator and Director will consider the rule revision to take place effective immediately, for the following semester, or may not consider the revision at all. It is at the final discretion of the Coordinator and Director to make amendments to the Intramural Sports Rule Book.

**Protesting Rule Interpretation**

Protesting interpretations of the rules will most likely take place during the time of the contest in which an individual does not agree with a judgment call made by an Official. Participants will have the chance to protest rule interpretations but must do so by 12:00 pm the day following the game. See Protests on page 12 for more information.

**Drug and Alcohol Policy**

Smoking and any other tobacco use is strictly prohibited in all indoor facilities. In order to maintain a safe playing environment for everyone, possession and/or consumption of alcoholic beverages (or any other illegal substances) is strictly prohibited in all indoor and outdoor recreation facilities.

Individuals and/or teams who arrive to a scheduled competition intoxicated, suspected of consumption, or possessing alcohol and/or other illegal substances will not be permitted to play. The game will be forfeited immediately and the team must leave the premises. There are no exceptions to this stipulation. The commissioner on duty will have the final decision. If the team does not immediately leave, University Police will be contacted and the offending team will forfeit the remainder of the season.
Sanctions for usage of alcohol include, but are not limited to, indefinite suspension of a player or indefinite suspension of spectator privileges and being referred to appropriate administration.