

## INTRAMURAL SPORTS

# RESCHEDULED GAME PROCEDURE

Each intramural team has the opportunity to provide information regarding its scheduling preferences and playing availability when it submits an entry form, therefore, the rescheduling of games is extremely rare. However, the Office of Campus Recreation & Intramurals is willing to cooperate in extraordinary circumstances by permitting some rescheduling of contests, but because of the many entries and short playing seasons, these will be kept to a minimum.

**A request to reschedule a contest will be considered valid and approved if it concerns a conflict which involves a MAJORITY of all the team members.**

Valid reasons include, but are not limited to:

- A. Absence of team members as a result of a scheduled school function
- B. Absence of team members as a result of an illness or death/funeral

Common requests for rescheduling that are **not** considered valid include:

- A. Group social functions
- B. Organizational or house meetings
- C. Conflict with another intramural sports activity or game
- D. Absence of two or three team members or the "starters." Remember, you can have an unlimited number of players on your roster.

A scheduled contest may be rescheduled only through the agreement of both teams and the Intramural Sports Program or may be rescheduled by the Intramural Sports representative in charge of the event or contest. Please keep in mind that your opponent must agree to postpone and reschedule a contest and that simply requesting to reschedule a game does not guarantee that a contest will be rescheduled. If all parties involved cannot agree on a new time, then the originally scheduled contest time will stand. If two teams postpone or reschedule a scheduled game without the sanction of the Intramural Sports Program, both teams will be credited with forfeits.

**Tournament games must be played as scheduled. No postponements or rescheduling of tournament games will be considered.**

### **Procedure to Request a Rescheduled Game:**

1. Obtain a Rescheduled Game Request form from CRI Member Services or the CRI website. Submit the completed form to the Intramural Sports Office to request to reschedule a game. Do not wait until the day of a scheduled game to request a reschedule! The earlier you contact the Intramural Staff, the greater the likelihood that your game may be rescheduled.
2. A valid reason must be provided, and a request must be approved by the Intramural Staff to reschedule a game. If approved, the requesting captain and opposing captain will be contacted by e-mail and provided with any available game dates and times for rescheduling.
3. The requesting team captain must contact the opposing captain and agree upon an alternate date and/or time for the game from those options provided. Both captains must contact the Intramural Sports Office by e-mail or in person to confirm the new date and/or time.
4. This process, including confirmation of a new date and/or time, must be initiated and completed at least 2 business days prior to the originally scheduled game time. The request is not valid until final approval has been made by the Intramural Sports Staff.

***Complete Rescheduled Game Request Form on other side.***

**INTRAMURAL SPORTS**  
**RESCHEDULED GAME REQUEST**

*See other side for information about the procedure to request a rescheduled game.  
A request must be completed, approved, and verified at least 2 business days prior to the original game.*

Day & Date of Request \_\_\_\_\_ Time \_\_\_\_\_ AM PM

Sport \_\_\_\_\_ League & Division \_\_\_\_\_

Original Game Day & Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Requesting Team \_\_\_\_\_ Opponent \_\_\_\_\_

Captain Name \_\_\_\_\_ Captain Phone \_\_\_\_\_

Captain E-Mail \_\_\_\_\_

Reason for Request (*Be specific and provide detail. See other side for information.*)

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

**Request Received:** Day & Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM

**Approved By:** \_\_\_\_\_ Request Denied \_\_\_\_\_ Request Approved \_\_\_\_\_  
Comments \_\_\_\_\_

Available Dates \_\_\_\_\_

Opposing Captain Name \_\_\_\_\_ Captain Phone \_\_\_\_\_

Captain E-Mail \_\_\_\_\_ Date Contacted \_\_\_\_\_

**Rescheduled Game:**

Day & Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM Location \_\_\_\_\_

**Verification Received:** Team 1 \_\_\_\_\_ Date \_\_\_\_\_

Team 2 \_\_\_\_\_ Date \_\_\_\_\_

***Initial by each item completed:***

Enter rescheduled game in following areas:

\_\_\_\_\_ Rescheduled Games List \_\_\_\_\_ Sport Binder Schedule \_\_\_\_\_ IMClient \_\_\_\_\_ Master Schedule

Contact employees affected by rescheduled game:

\_\_\_\_\_ Officials \_\_\_\_\_ Scorekeepers \_\_\_\_\_ Supervisors \_\_\_\_\_ Athletic Trainers