

Registration Information:

1. What you need to do

- a. Come to the CSB Cashier (open 8am – 8pm) and fill out a Bond Payment form.
- b. Pay your \$50 Team Forfeit Bond.
- c. Receive a Registration Card with your team's registration number on it.
- d. The team captain should go online to register the team during the appropriate registration date (the team registration number is required).
- e. **Attend the required captains meeting.** (It can be a representative for your team. It does not have to be the captain, or even someone on the roster.)

2. Roster

- a. Every player must individually fill out the roster in the Intramural Office. Roster Forms may not be taken out of the office.
- b. **Players will need their UD ID card (required) and their UD Student ID #** (can be found on UDSIS, it is not the # that is on the UD ID.)
- c. It must be done before the player plays in a game (it can be done right before the game.)
- d. Players **may not** be on two different Men's teams (even if they are different divisions or levels.) A player may play on one Men's team and one Coed team.
- e. Players **may not** be removed from a roster.
- f. Rosters are locked at the end of the regular season. (players **may not** add to a team once their regular season is over. i.e. for a playoff game)

3. Bonds

- a. The bond is to give teams an incentive to show up for their games. Forfeits are a hassle for the office and the team that is not getting to play.
- b. If your team forfeits a game you will lose half of the bond.
 - i. If there is a game you know you cannot make you may default one game per sport. A default needs to be turned in to the office 24 hours in advance of the game. Just come by the office and fill out a Default Form. If this is done, your team will receive a loss for that game but not a forfeit.
- c. Bonds will be returned to teams that do not forfeit after the playoffs are over.
 - i. A day or so after the championship games, an email will be sent to the captain with information about bond refunds. In general you will have 30 days following the championships to come and have your bond refunded. You will come to the cashier at the CSB. Tell them your sport, team name, and hand them your UD ID. They will refund your Bond directly to your FLEX account. If you don't want FLEX, you can fill out a Check Request form and a check will be processed (which takes about 8 weeks)
 - ii. You will have no more than 30 days to get your Bond refunded. If you don't come by the CSB Cashier during that time, your Bond will automatically be carried over for future sports. You will be able to transfer your Bond to any other sport during the academic year. If you don't get a refund in the 30 days following a sport, or transfer to another sport (you will have 30 days from the end of the new sport,) **YOUR BOND WILL BE LOST FOREVER!** Bonds cannot be carried over to the next academic year and they cannot be refunded in the next academic year.
 - iii. Bonds can be carried over to future sports. If you want to "reuse" your Bond, all you need to do is not get it refunded. When registration for the next sport starts, just go online to register for the new sport. You will need to enter the original Registration # from your first sport on the online form. Transferring a bond will extend the Bond to the new sport and then it is just like that is the only sport you have played.

- d. Bonds must be paid before you register your team. Please recognize the CSB Cashier closes at 8pm on Tuesday.

4. Captain's Meeting

- a. At the captains meeting there is a lot of information covered. You as captain are responsible for all of it. Also, scheduling will be done. Game times are chosen by team captains (or representative) in order of registration.
- b. If your team chooses a time to play you are set in the schedule and subject to forfeit if you do not show up and play your game. (i.e. you cannot back out of the league the next day) If you are not able to play any of the open time slots when your team gets a choice do not pick a time.
- c. **Failing to attend the meeting** will result in your team receiving a forfeit and losing half of the bond, and also your team may not be scheduled in the league. If there are open spots in the schedule the office reserves the right to auto schedule a team. And your team would be responsible for those games.

5. Tournament

- a. There will be a post season tournament. All teams are eligible. To register, you must register online during the open registration date. (Usually the last day of regular season games.)
- b. There will be a tournament captains meeting which is mandatory. **Failing to attend the meeting** (usually the day after the last day of regular season) will result in the team receiving a forfeit, losing half the bond, and not being scheduled in the tournament. If there are open spots in the bracket the office reserves the right to auto schedule a team. And your team would be responsible for those games.
- c. Tournament games may not be defaulted.
- d. If there is a postponement of games due to weather, etc. games will be rescheduled and teams may default a game at that point.