

FORFEIT and “CALLED IN LOSS” POLICY

The Intramural Office, Sports Supervisor, or Sports Official shall declare a forfeit if:

- An individual in a singles event, or a team is not ready to play at the scheduled game time. Game time is Forfeit time!
- A team uses an illegal player (i.e. not on roster, ineligible).
- A team uses a player who is also playing for another team in the same sport. An exception to this would be playing on a coed AND a men’s or women’s league, but NOT on more than one women’s or more than one men’s team in the same sport.

Forfeit Procedure:

A. Forfeited team or individual will pay \$10.00 to the Intramural Sports Office. We will contact you with the due date of your fee as a courtesy. If you do not hear from us, you are still responsible to pay the forfeit fee within two working days of the forfeit.

B. Forfeit fees will only be processed in the Intramural Office. All financial transactions will take place from 8:30 a.m. - 4:00 p.m., Monday through Friday. Payment options are: cash, Visa/MasterCard, Marquette cash or check. Checks made payable to: Marquette University.

C. If the team pays the forfeit/reinstatement fee within two working days, they will remain in the league. Failure to pay this fee could result in the team or individual being dropped from the league, at the discretion of the Intramural Director. Failure to pay the forfeit/reinstatement fee will make the team or individual ineligible to participate in any upcoming events.

D. Any team or individual forfeiting twice, could be dropped from league play and will be ineligible for post-season tournament play, at the discretion of Intramural Director.

E. In the event of a double forfeit, both teams will have a loss recorded and defeats recorded and both teams will owe the forfeit fee.

F. In the case of a “No Show”, the winning team must “check-in” with the Intramural Sport Supervisor for a forfeited game and must have at least a minimum of the required players.

G. Teams or individuals that are dropped from the league will be replaced by teams on a waiting list when appropriate.

H. The Intramural Office reserves the right to increase the Forfeit Fee to \$20 for Special Events (i.e. Super Bowl, NCAA games).

CALLED IN LOSS – ONLY THE CAPTAIN MAY DO THIS

You will not have to pay the Forfeit Fee if you **call (414-288-1558) or stop by** the Intramural Office the day before your scheduled game to let us know that you cannot make your game. This must be done on Fridays for any weekend games. We are not open Saturday and Sunday. Our office hours are 8:30 a.m. - 4:30 p.m., M-F – **DO NOT EMAIL US! DO NOT CALL THE OTHER TEAM.** If you do, you WILL receive a forfeit.