

Policy and Procedure

Department: Recreation & Wellnes	Section: Intramural Scheduling
Title: Intramural Match Scheduling	Effective Date:
Authored by: Greg Durham	Approval Date:
Approved by:	Revision Date:
Type: [Departmental Policy]	

Purpose: The purpose of the intramural pass policy is to inform students of the policies and procedures regarding their individual game schedules.

Scope: This policy applies to the participants in the intramural sports program.

Policy: See attached

Procedure: Team scheudles are crated by the Competitive Sports Program Staff, and made available via IMLeagues.

Accountability/Follow-up: What happens when a student fails to comply or is in violation of the policy/procedure? (e.g. If a student organization does not enter an event into CU Involved, they would be referred to the Office of Community Standards and Wellbeing for failure to comply with the event entry procedure.)

Questions and concerns regarding team schedules may be refered to recreation@creighton.edu

Policy and Procedure

TOPIC 7. SCHEDULING

Section 1. Regular Season Scheduling

1. Team Sports: Teams play on the day and time they select during registration signups. This is done in one, two, or three-hour time blocks.
 - a. Ex: Basketball divisions are separated every hour. A team will play on the same day at the same time, unless a game is rescheduled by the Intramural Office.
 - i. In rare cases, divisions may be split to accommodate less full divisions. Teams may be scheduled for double headers.
 - b. Ex: Flag football divisions are spread over two hours. A team that signs up for a Monday league will always play on Monday. However, they may play at 9 pm or 10 pm, dependent upon the week.
2. Individual/Dual Sports: Teams play on the day and time they select during registration signups.
 - a. Some sports will require participants schedule their own games. In these instances, participants will be given the contact email for their opponents.
3. Tournaments: Scheduling is based primarily upon the number of entries; thus, teams do not have the option of selecting the day or time which to play. Teams must be prepared to play multiple times per day.

Section 2. Playoffs Scheduling

1. After the regular season, playoff schedules will be posted to the IM Leagues website.
2. All teams must be prepared to play on days and times that are different than their regular season games.
3. Teams with predetermined conflicts must contact the Intramural Office prior to the end of the regular season to ensure consideration.
 - a. Scheduling conflicts will only be taken into consideration for the first round of playoffs.

Section 3. Reschedules

1. Due to the large number of teams and limited available facilities, there are limited opportunities to reschedule games. All requests to reschedule a game must first be approved by the Intramural Office.
2. Regular Season / Playoffs
 - a. Regular season matches will be not rescheduled.
 - b. Playoff reschedule requests should be submitted to Recreation@Creighton.edu by 10:00am the day of the game.
 - i. Reschedule requests after this deadline may not be considered.
 - c. If terms for rescheduling cannot be agreed upon, the contest will be played at the originally scheduled time.
 - d. Once playoff schedules are posted, only games postponed due to weather are guaranteed to be rescheduled.