

**MERCER UNIVERSITY INTRAMURAL SPORTS
POLICIES AND PROCEDURES**

OFFICE HOURS AND CONTACT INFORMATION

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Joey Wilson (Director of Registration)	

FALL 2009 CHANGES – HIGHLIGHTED IN GREY THROUGHOUT MANUAL

- 2-1-1. “Teams must register prior to the captains meeting...”. This change allows teams to register at the captains meeting, allowing more flexibility
- 2-2-2. Added information regarding how temporary Bear Cards may be obtained, as well as provided for Intramural Staff to confiscate Bear Cards if used in violation of Student Conduct Code.
- 3-2-5. Intercollegiate coaches may now petition the Assistant Director in order to be eligible for events. The program felt the rule as written was denying participation to unintended individuals.
- 4-1-1. Information added reminding participants that Captains Meetings will be started on time and late entrance will not be allowed.
- 5-2-2(3). The minimum length of suspension has been changed to one intramural week.
- 5-3-6. The minimum sportsmanship grade to enter the playoffs and to continue in the playoffs has been changed to include a 2.5 sportsmanship grade.
- 6-1-3. Same as rule 2-2-2.
- Part Nine. Complete section added regarding Campus Championship Points

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PART ONE. DEPARTMENT OVERVIEW

SECTION ONE – MISSION STATEMENT

“The mission of the Mercer University Intramural Sports department is to provide a safe environment in which participants can recreate in a social sport setting. The program will also promote healthy lifestyle choices and learning through a sport environment.”

SECTION TWO – ADMINISTRATION

Article 1. The Administration of the Intramural Sports department is led by the Assistant Director of Intramurals and Sport Clubs. The Assistant Director will work in conjunction with a staff of Program Assistants, Supervisors, and Officials to provide the best program possible.

Article 2 – Assistant Director. The Assistant Director may supersede these policies and procedures when he/she feels it is in the best interest of the Intramural Sports program.

Article 3 – Student Directors. The Assistant Director will appoint Student Directors of his/her choosing to take on administration duties including but not limited to: Marketing, Web Development, Officials, Registration, Special Events, etc.

Article 4 – Supervisors. The Assistant Director will appoint Supervisors of his/her choosing that will oversee the administration of sports contests. During intramural contests, Supervisors will make the final decision on the implementation of these policies, procedures, and rules. When situations arise that are not specifically outlined in this manual, the Supervisors may use their knowledge and training to find an equitable solution.

Article 5 – Officials. Officials will be hired by the Intramural Sports on a periodic basis. These officials will be provided with training and constant evaluation by the department. When situations arise that are not outlined in a sport’s rules, officials may use their knowledge and training to find an equitable solution.

PART TWO. TEAM REGISTRATION AND ROSTERS

SECTION ONE -- REGISTRATION

Article 1 – Team Registration. Teams will register via the procedure outlined by the department for that particular sport. Teams must register prior to the **captains meeting** for that particular sport.

Article 2 – Free Agents. Participants that do not have means to join any other team may submit their information to the department by registering as a Free Agent. A list of Free Agents will be circulated to captains. While captains are encouraged to pick up players from this list, it is important to note that this is not a requirement.

Article 3 – Cost. Currently, there is no fee to sign up a team for Intramural Sports contests that use only Mercer facilities. Contests that use outside facilities may incur outside registration costs.

Article 4 – Team Names. The Intramural Sports department reserves the right to change team names when deemed inappropriate, vulgar, etc. When these names are changed, these changed names are FINAL. If team names are changed due to duplicate team names, the captains will be consulted.

SECTION TWO – ROSTERS

Article 1 – Formalizing Teams. For the purposes of formalizing teams, rosters are not required to be submitted before contests. In order for a participant to join a team, that participant must sign in prior to or during the contest.

Article 2 – Sign In. In order for a participant to join a team and participate in intramural activity, that participant MUST present a Mercer University Bear Card. NO BEAR CARD, NO PLAY! NO EXCEPTIONS! Temporary cards are acceptable for use when accompanied by a government issued photo ID. Temporary ID cards may be obtained with the Mercer Police Department. Participants that attempt to sign in with another student’s ID card will be ejected from intramural activity, the ID card will be confiscated, and a report will be filed with Judicial Affairs as this is a violation of the student code of conduct.

Article 3 – Frozen Rosters. Players may be added to a roster at any regular season game. However, in order to provide a fair environment, players will NOT be allowed to add onto rosters during playoffs.

SECTION THREE – CLASSIFICATION

Article 1 – Leagues. Leagues for all sports will be divided into Competitive and Recreational leagues. When there are not enough registrations to accommodate this policy, the two leagues will be combined into one.

Competitive – While open to all teams, this league is intended for those of a higher skill level and with a competitive mindset.

Recreational – While open to all teams, this league is intended for those not of a higher skill level and with a recreational mindset.

Article 2 – Restructuring. At the conclusion of the regular season the Assistant Director may, at his/her discretion, move teams into other leagues in order to be fair to all participants.

PART THREE. ELIGIBILITY

SECTION ONE – ELIGIBLE PARTICIPANTS

Article 1 – Eligible. All Mercer University Faculty, Staff, and Students are eligible to participate in intramural activity. However, all participants must present a valid Mercer University ID card to participate.

SECTION TWO – INELIGIBLE PARTICIPANTS

Article 1 – Ejected Participants. Participants that have been ejected from an intramural activity are suspended from all activities until reinstated by the Assistant Director.

Article 2 – Intercollegiate Athletes. Intercollegiate athletes are provided with extra instruction and are therefore at a level above the average Intramural participant. Therefore, intercollegiate athletes are ineligible for participation for sports or similar sports to which they play at the intercollegiate level until they have been removed from the team’s roster for 365 calendar days. A list of similar sports is found in section six.

Article 3 – Professional Athletes. Any person that is currently receiving financial benefit due to their athletic ability is barred from participating in that sport or similar sport. Persons that have received financial benefit in the past must petition the Assistant Director prior to participation.

Article 4 – Club Athletes. Club athletes are provided with funding and/or organized practices. Therefore, it is assumed that they too are at a level above the average Intramural participant. Therefore, no more than two (2) club athletes are allowed on an intramural team in which more than four players are on the playing surface (similar sport). No more than one (1) club athlete is allowed on an intramural team in which four or fewer players are on the playing surface (similar sport). Club athletes are NOT allowed to participate in individual/dual contests for their similar sport(s).

Article 5 – Intercollegiate Coaches. Intercollegiate coaches are provided with benefits of some kind for their knowledge and/or skill in the sport in which they coach. Often times, they also have past experiences of advanced participation in their sport. It is determined that these staff members are beyond the knowledge/skill level of the average intramural participant. Therefore, intercollegiate coaches must petition the Assistant Director of Intramural Sports *prior* to participation in order to be eligible.

Article 6 – Similar Sports. For the purpose of Intercollegiate and Club athlete restrictions, “similar sports” will be defined as followed. This list is not exhaustive, and teams should contact the Assistant Director if questions arise.

Softball and Baseball is similar to softball
 Football is similar to flag-football
 Basketball is similar to basketball
 Volleyball is similar to volleyball
 Soccer is similar to soccer

Article 7 – Family members. Due to liability and responsibility concerns, at this time the Intramural Sports department does not allow family members of faculty, staff, or students to participate.

SECTION THREE – NUMBER OF TEAMS

Article 1 – Eligibility. Participants may only play on one same gender team and one Co-Rec team during the same sport.

Article 2 – Switching Teams. Once a player has signed onto a teams roster by signing in at the game site, that player is formally placed on that roster. The player may NOT switch teams during the course of any sport.

Article 3 – Captains Responsibility. It is the responsibility of the captain to ensure that his/her teammates are eligible to participate.

Article 4 – Penalty. If an ineligible participant participates on a team, that team shall forfeit the contest.

SECTION FOUR – GENDER RESTRICTIONS

Article 1 – Restrictions. Due to safety concerns, no female shall be eligible to participate in a male division. Likewise, no male shall be eligible to participate in a female division. EXCEPTION: If a female division is not offered for a particular sport, a female may play in the male division.

Article 2 – Transgendered participants. Transgendered participants will be handled on a case-by-case basis. Participants should meet with the Assistant Director for more information.

PART FOUR. CAPTAINS RESPONSIBILITIES

SECTION ONE – MEETING ATTENDANCE

Article 1 – Pre-Season Meeting. The Intramural Sports department will hold a pre-season captains meeting, at which each team must be represented. In the event that the captain is unable to attend the preseason captains meeting, he/she may send a representative in his/her stead. That representative does NOT have to be a member of the team. However, an attendee at a meeting may only represent one (1) same gender team and one (1) co-rec team. Also, all information covered during the meeting is the responsibility of the captain, regardless of any representative that may have been sent as replacement. **These meetings will start on time, and late entrance into these meetings will not be allowed.**

Article 2 – Penalty. Teams that do not attend a Pre-Season captains meeting will be penalized with the loss of one (1) regular season contest. The team will not be scheduled for a game, and will be charged with a loss.

SECTION TWO – LEADERSHIP

Article 1 – Rosters. It is the responsibility of the captain to ensure that the team does not utilize ineligible participants. If captains have questions pertaining to eligibility, they may consult the Assistant Director.

Article 2 – Dissemination. Captains have an important role to play in the success of the program and their team(s). Information that is dispersed to captains is vital, and should be passed along to the entire team. Ignorance of policies, procedures, and rules is not an excuse and will be a reflection of the captain.

Article 3 – Sportsmanship. It is the responsibility of the captain to ensure that his/her team acts in a responsible and sportsmanlike manner. This policy also includes spectators. If spectators that can be directly tied to a team by an Intramural Sports supervisor fail to act in a sportsmanlike manner, that team's captain will be penalized accordingly (technical foul, yellow card, etc.)

PART FIVE. SPORTSMANSHIP

SECTION ONE – BEHAVIOR

Article 1 – Philosophy. Intramural Sports, while in a competitive setting, is primarily for recreational purposes. Having fun is an important aspect of intramural sports, both for our participants and our staff. If participants continuously act in a manner that makes for a hostile environment for the Intramural Sports staff, that participant will be removed from activity.

Article 2 – Confrontations with sports officials. It is inevitable that participants will eventually disagree with rulings made by sports officials. However, disagreements can be handled in a responsible and adult manner. When participants act in a confrontational or hostile manner, they will be penalized.

Article 3 – Confrontations with opponents and/or taunting. In conjunction with the mission statement of the department, Intramural Sports intends to provide participants a positive social atmosphere. Taunting and/or showing up of fellow Mercerians will not be accepted and will be penalized.

SECTION TWO – PENALTIES

Article 1 – Unsportsmanlike Conduct. Acts of unsportsmanlike conduct will be penalized in accordance with that sport's rules set.

Article 2 – Ejections. If participants receive two unsportsmanlike conduct penalties, or are ejected for any other reason, they remain ineligible for intramural activity until reinstated by the Assistant Director. In order to be reinstated, participants must:

1) Write a reinstatement letter. This letter should outline the actions that led to the participants actions. The participant should also reflect on how they may have handled the situation differently.

2) Meet with the Assistant Director. Following receipt of the reinstatement letter, the Assistant Director will schedule a meeting with the ejected participant.

3) Suspension. All participants that are ejected due to unsportsmanlike behavior must be suspended for a minimum of one (1) intramural **week**. If the participant wishes to appeal the decision of the Assistant Director, he/she may do so by submitting a written request to the Director of Recreational Sports and Wellness.

Article 3 – Forfeiture. Any team that receives three unsportsmanlike conduct penalties in the same contest will forfeit said contest.

Article 4 – Playoff forfeiture. If a player is ejected in the playoffs due to unsportsmanlike actions, his/her team will also forfeit the contest.

SECTION THREE – SPORTSMANSHIP GRADE SYSTEM

Article 1 – Procedure. After each game, the officials and supervisor will award a Sportsmanship Grade to each team. The captain will be notified of this score, and must sign the score sheet after the game to ensure that the team is aware of their sportsmanship rating. The teams will be rated in whole numbers on a 0-4 scale.

Article 2 – Grading scale. The sportsmanship of each team will be rated as follows:

Four: Outstanding Sportsmanship & Conduct. Team goes above and beyond expectations to ensure that all participants and student staff have an enjoyable game day experience. All players respect and cooperate with staff. The captain respectfully converses with staff and officials when needed and has full control of his/her team.

Three: Good Sportsmanship & Conduct. Teams begin at this level, and if no positive or negative actions occur the team will receive this score. Team members are in control throughout the game, and the captain squelches any minor problems that may arise. Team does not show aggressive dissent towards staff or opposing team. No sportsmanship related action is taken against any team member.

Two: Below Average Sportsmanship & Conduct. Minor dissent towards officials, staff, and/or opponents that may or may not result in a yellow card. Team is consistently complaining about calls and is uncooperative at times. Any team that receives a sportsmanship related penalty (Technical Foul, Yellow Card, etc) MUST receive no higher than a two.

One: Poor Sportsmanship & Conduct. Team members continuously show dissent towards student staff and/or opponents. Team is continuously “trash-talking” with opponents and/or playing extremely physical. The captain is unresponsive and uncooperative in helping staff members control teammates. Any team that has a player ejected due to sportsmanship reasons MUST receive no higher than a one. Any team that forfeits due to three sportsmanship related penalties MUST receive no higher than a one.

Zero: Conduct unbecoming of a Mercer student. Team is out of control and shows a complete disregard for authority. The team captain shows no control over actions of his/her teammates. Multiple major problems arise during the contest. Any team which takes part in a fight will receive a zero. Any team that receives a zero is subject to disqualification from participation for the remainder of that sport, and all players may be suspended.

Article 3 – Defaults. When a team defaults, both teams will receive a three for sportsmanship.

Article 4 – Forfeits. When a team forfeits for any reason, that team will receive no higher than a two. The winning team will receive a three.

Article 5 – Appeals. When a team does not agree with their sportsmanship grade, they may submit a written appeal to the Assistant Director of Intramural Sports no later than 4 p.m. the next business day. Appeals filed after this deadline will not be heard, and the Assistant Director’s decision is final.

Article 6 – Playoff qualification. Any team that does not have an overall sportsmanship grade of 2.5 or higher will not be entered into the playoff bracket. Also, if at any point during the playoffs a team falls below a 2.5, that team will be removed from the bracket.

PART SIX. GAMEDAY

SECTION ONE. STARTING A GAME

Article 1 – Game Time. GAME TIME IS FORFEIT TIME!!!! In an effort to be fair to all teams, it is imperative that the department be consistent in enforcement of this policy. One minute late is still late and will be penalized as a forfeit as such. The Intramural Sports department recommends that teams arrive 15 minutes prior to game time in order to avoid this unfortunate circumstance.

Article 2 – Minimum players. Each sport stipulates the minimum number of players required to avoid forfeiture. Teams should consult that sport’s rules for more information.

Article 3 – Bear Cards. A Mercer University Bear Card must be presented in order to participate. NO EXCEPTIONS!!! Temporary cards are acceptable for use when accompanied by a government issued photo ID. Temporary Bear Cards may be obtained through the Mercer Police office. Participants that attempt to sign in with another student’s ID card will be ejected from intramural activity, the card will be confiscated, and a report will be filed with Judicial Affairs as this is a violation of the student code of conduct.

SECTION TWO. EQUIPMENT

Article 1 – Jewelry. For the safety of all participants, no jewelry may be worn during intramural activity. For the purposes of enforcing this policy, medical alert bracelets that are properly taped down (with medical information uncovered) are not considered jewelry. Players that are observed wearing jewelry must leave the playing field immediately for a substitute and may not re-enter until the following dead ball.

Article 2 – Footwear. Close toed athletic shoes are required for all intramural activity. When cleats are worn, said cleats can NOT be made of metal.

Article 3 – Jerseys. When required by a particular sport’s rules, players must wear jerseys with numbers. Jerseys are available for checkout from the Intramural Sports staff. If teams choose to use their own jerseys, they must be of similar color and must not contain any inappropriate designs or markings.

SECTION THREE – PARTICIPANT SAFETY

Article 1 – Assumption of Risk. The possibility of injury comes with all physical activity. The Division of Recreation and Wellness assumes no responsibility for injuries. However, basic first aid is available.

Article 2 – Blood policy. If and when the intramural staff notices a participant is bleeding, has an open wound, and/or has blood on their uniform or person the game will be stopped and that person must leave the playing surface

immediately. That person is not eligible to participate until the blood is completely removed. Substitutes for that person must follow the sport's codes and rules set. The Intramural Staff may restart the game at the Supervisor's discretion.

SECTION FOUR – PROTESTS

Article 1 – Legal Protests. If a team's captain feels that a rule has been misinterpreted by the officials, the captain may protest the ruling. However, protests over a judgment of an official will **never** be upheld.

Article 2 – Timeframe. Protests must occur within the time frame for the sport in question. For most sports, a protest must be filed prior to the first live ball after the supposed error.

Article 3 – Procedure. When a captain wants to protest, the captain should loudly say "I want to protest." No other statements will begin the protest process. Once a captain has asked for a protest, the game must be stopped under all circumstances. A timeout will be charged to the protesting team (if applicable). The Supervisor on site will hear the protest, and make a determination. If the Supervisor reverses the ruling, the timeout will be restored.

Article 4 – Appeals. If a team does not agree with the ruling of the Supervisor, they may file a written protest by obtaining a protest form from the Supervisor. The team may turn this in at the game site, or turn it in no later than 4 p.m. the next business day. All protests submitted after this timeframe will not be heard.

PART SEVEN. FORFEITS AND DEFAULTS

SECTION ONE – TYPES OF FORFEITS

Article 1 – No show. If a team does not have the minimum number of players to begin a contest, that team shall forfeit. **GAME TIME IS FORFEIT TIME!!!!** This policy will be enforced consistently in order to be fair to all teams. The Intramural Sports department recommends participants arrive 15 minutes prior to game time.

Article 2 – Eligibility. If a team signs in an ineligible participant, that team shall forfeit the contest.

Article 3 – Sportsmanship. If a team accumulates three unsportsmanlike conduct penalties, the team will forfeit (5-2-3). However, the Intramural Supervisor may forfeit a contest due to sportsmanship concerns, regardless of unsportsmanlike conduct tallies.

Article 4 – Double forfeit. If both teams do not have the required number of participants at the start of game time, the game will be considered a double forfeit. The game will not be rescheduled.

Article 5 – Removal from league. Teams that forfeit twice during a season will be removed from the league. **NOTE: Failure to attend the pre-season captains meeting WILL count towards this total.**

Article 6 – All-Campus Championship Points. A team that forfeits during the course of a season will lose their entry points for that event. A team that forfeits out of the league will lose all points for that event.

SECTION TWO – DEFAULTS

Article 1 – Defaults. The Intramural Sports department knows that students live busy lifestyles and things "pop up" on occasion. Therefore, the Intramural Sports department allows for students to avoid forfeiture when a team knows it will not be able to play in a scheduled game.

Article 2 – Procedure. In order for a team to default, a player on that team’s active roster must come into the Intramural Sports office to fill out a default form. This may NOT be done via e-mail or via phone. This form must be turned in prior to 4 p.m. the day of the contest. For weekend contests, the form must be completed prior to 4 p.m. the Friday preceding.

PART EIGHT. INCLEMENT WEATHER

SECTION ONE – CANCELLATION

Article 1 – Cancellation. Intramural activities are subject to cancellation due to inclement weather. The decision to cancel games will NOT be made prior to 4pm the day of the contest. In the event of inclement weather, the Intramural Sports staff will update a voicemail message with important information on the day’s events. It is the captain’s responsibility to check this message as the Intramural Sports office will NOT contact you.

INTRAMURAL SPORTS OFFICE (WEATHERLINE): 301-2824

Article 2 – Tornado Watch. In the event of a Tornado Watch for Bibb County, all Intramural activity will be suspended for the evening.

Article 3 – Severe Thunderstorm Warning. In the event of a Severe Thunderstorm Warning for Bibb County, all Intramural activity will be suspended for the evening.

Article 3 – Rescheduling. Regular season games that are cancelled due to inclement weather will not be rescheduled.

SECTION TWO – POSTPONEMENT

Article 1 – Special Events. Special events that are cancelled due to weather will be rescheduled when possible by the Intramural Sports department.

Article 2 – Completed game. In the event that a game is stopped due to inclement weather, that game is immediately terminated and may not be restarted. If the game has reached the “completed game” mark of the particular sport, the score will be final.

Article 3 – Lightning. If a lightning strike is seen by Intramural Staff, the game shall be stopped and the field cleared. The game in progress will be terminated and may not be restarted. If lightning has not cleared the area prior to the start of the next game, all contests that evening shall be suspended.

Article 4 – Mutually agreed upon postponements. In the event that two opposing teams agree to play a game outside of the scheduled day/time, they may do so. However, the replayed contest must not interfere with regularly scheduled contests. In addition, the teams must pay for all costs incurred including, but not limited to:

- Officials
- Supervisor
- Field Usage

PART NINE. CAMPUS CHAMPIONSHIP POINTS

SECTION ONE – CLASSIFICATIONS

Article 1 – Greek Champion. A women’s Greek champion and a men’s Greek champion will be awarded each year to the Greek organization that accumulates the most points. In order to be eligible for this award, the

Greek organization must be registered with the office of Greek Life and must be in good standing with the University.

Article 2 – Independent Champion. A women’s Independent champion and a men’s Independent champion will be awarded each year to the organization that accumulates the most points.

SECTION TWO – PLAYER CLASSIFICATIONS

Article 1 – Greek Rosters. In order for a team to qualify for points, 100% of that team’s roster must be registered as a member of the organization with the office of Greek Life OR be on record as a past alumnus with the organization and be currently eligible to participate in the program.

Article 2 – Independent Rosters. In order to be eligible for points, the team must register in each sport with the same team name (or a variation of said team name) or list their affiliation on their registration form.

Article 3 – Team Limits. In major sports, only two same gender teams and two Co-Rec teams will accumulate points. If an organization fields more than two teams, the two teams which accumulate the most points will be counted. For minor sports, this policy still holds but the limit is three teams.

SECTION THREE – POINTS STRUCTURE

Article 1 – Co-Rec points. Points for Co-Rec teams will be split in $\frac{1}{2}$ with both the male and female organizations receiving $\frac{1}{2}$ of the team’s points.

Article 2 – Entry Points. Points for entering a team are listed below. Only two teams are eligible for entry points.

Major: 35

Jamboree: 20

Mid-Major: 20

Minor: 15

Individual/Dual: 5 NOTE: Twelve members will receive entry points for individual/dual events.

Article 3 – Loss of Points. If a team does not attend the pre-season captains meeting and/or forfeits a contest, they will receive 0 entry points for that event. If a team “forfeits out” of an event, they will receive no points for the entire event. Also, for all forfeitures the organization will lose an additional 20 points. This number is the same for all major, mid-major, and minor sports.

Article 4 – Achievement Points. Achievement points will be given based on overall winning percentage including playoff games. The procedure is as follows:

For major sports, the maximum number of points given will be 100. The number of points given will be equal to the first two digits of that team’s winning percentage, without rounding.

For mid-major and minor sports, the maximum number of points given will be 50. The number of points given will be equal to the first two digits of that team’s winning percentage, without rounding, divided by two.

EXAMPLE: In the Flag Football season, team “Hogan’s Heroes” went 3-2 in the regular season. In the playoffs they won two playoff games, before losing in the semi finals. Overall, their record is 5-3 (3-2 regular season, 2-1 playoffs). Thus, Hogan’s Heroes has a 60% winning percentage and will receive 60 points for this major sport.

Article 5 – Championship Points. Teams that win their respective division will receive the following points:

Competitive League, Major Sport: 100
Recreational League, Major Sport: 50
Competitive League, Mid-Major Sport: 50
Recreational League: Mid-Major Sport: 30
Minor: 30
Individual/Dual: 20

Article 6 – Tournament Points. In tournaments, points will be given to teams in the following manner:

Minor sports – 1st place 30 points ; 2nd place 25 points ; Semi-Finals 20 points

Individual/Dual – 1st place 20 points ; 2nd place 15 points ; 3rd place 10 points ; 4th place 7 points ; 5th place 3 points