

Cancellation of Team Registration

A. How to Cancel a Team Registration

A team shall indicate its desire to cancel its registration for an intramural sport through written documentation submitted to the Intramural Sports Office in 102 Student Recreation Center or via email from the Intramural Sports web site. No fees apply when a team cancels its registration by the assigned deadline.

B. Teams Preregistered in Time-Designated League

A team that signs up in a day and time designated league during the sport's registration period shall have until the start time of the sport's mandatory captains meeting to cancel its registration. Failure to attend the captains meeting results in automatic cancellation of a team's registration. Attendance at a captains meeting represents confirmation for the registration. For sports without a captains meeting, a team must cancel its registration by 5:00 pm the Thursday after the registration period to avoid penalty.

C. Wait Listed Teams Placed During a the Captain's Meeting

A team that signs up on the wait list during the sport's registration period and thereafter selects a playing day and time during the sport's wait list session shall have until 12 Noon on the day following captain's meeting to cancel the selection/registration without penalty.

D. Wait Listed Teams placed Following the Captain's

A team that is contacted and confirms placement into a league after the captains meeting and wait list session shall not have a grace period for cancellation once they have confirmed placement into a particular league.

E. Opting Out of Postseason Tournament Play

A team may opt out of participating in a sport's playoff tournament by indicating its intention to drop out of the league through written documentation submitted to the Intramural Sports Office in 102 Student Recreation Center or show notify Intramural Sports via email . The team must opt out by the designated start time of the sport's playoff draw meetings. For a sport without a playoff draw meeting, the team must opt out by prior to the start of the final scheduled week of regular season games. A team opting out of postseason play may still be assessed a forfeit fee for failure to participate in any remaining regular season contests. A team that properly drops out of the sport at the conclusion of the regular season shall not be subject to the cancellation fine.

F. Failure to Cancel Registration

A team that fails to cancel its registration as outlined in sections A through E shall be subject to the assessment of the late cancellation fine should it not participate as scheduled.

G. Late Cancellation Fine

A registration cancellation fine of \$20 is assessed to a team that cancels its registration following the established deadline for registration cancellation. The captain or individual under which the individual or team was originally registered, unless changed through written documentation, will be assessed the \$20 team, \$10 doubles, or \$5 singles cancellation fine. The fine can be paid in the Campus Recreation Office (101 Student Recreation) with cash or One-Card within two business days of the late cancellation, after two business days the fine will be posted to the individual or team captain's UNC account and then must be paid at the Office of Student Accounts and University Receivables. Failure to pay the forfeit fine can result in a hold on a student's class registration or reception of a graduate's diploma until properly paid.

H. Late Cancellation Fine Appeal Process

The team captain must appeal the cancellation fine at the time he/she cancels the team registration. A written appeal is required and shall be submitted to the Director of Intramural Sports in 101 Student Recreation Center or via email. Evidence shall be provided at the request of the Director.