

The University of North Florida  
Department of Recreation and Intramural Sports

Intramural Sports – Team Sport Scheduling Procedure

1. All teams must have a representative at the captain's meeting for the activity.
2. The team representative must complete the team list at the meeting. The information required will be:
  - Team Name (Can be changed upon registering team).
  - Team Representative at Meeting
  - Team Representative Phone Number
  - Desired Division/League of Play
3. Teams must report to the IM Sports Sign Up table (located in the courtyard by the UNF bookstore) on Wednesday and Thursday to sign up for their desired league of play. The time to sign up is between 11:00am and 3:00pm.
4. **It is highly recommended that you get there early to sign up for your desired time slot, later time slots always fill up first.**
5. Teams that do not report to the Sign Up table to sign their team up will not be scheduled in the league.
6. Teams that do not attend the captain's meeting will be placed in the league only if there is available space.
7. Official schedules will be emailed to each captain and will be available on Friday after 1:00pm on the intramural website:  
[www.unf.edu/recsports/intramurals/intramurals.htm](http://www.unf.edu/recsports/intramurals/intramurals.htm)