REGISTRATION GUIDELINES

1. **FORMS**: College or Military Intramural Director must authorize eligibility of roster participants. The Registrar must verify student status and enrollment (stamp official seal) on the original Team Roster Form. Human Resource Department must verify Faculty/Staff status on University letterhead. All deadline dates will be enforced. All players, managers, and coaches must appear on the roster form and pay appropriate fees. Return completed forms (Commitment Application, Sealed Team Roster/Release Form, Waivers) and appropriate fees to:

   University of West Florida
   Recreation & Sports Services
   11000 University Parkway
   Bldg. 72 Rm. 278
   Pensacola, FL. 32514

2. If your team is an ACIS Regional Winner, please make all your arrangements for travel stipends and entry fees through ACIS at 440-209-8233. Regional Winners must arrange their own hotel accommodations. (See Hotels)

3. **College Roster Change Policy**: No refunds are given for team members dropped from a roster. Players must be added to a roster by start of the first game with appropriate fee, plus $10 per addition using the Team Roster Additions Form. The form must be verified by the Intramural Director and bear the Registrar's original seal. Form may be faxed ONLY if the original form on file bears the Registrar's seal. All rosters are frozen at the start of your first game.

4. **Open Roster Change Policy**: No refunds are given for team members dropped from a roster. Players must pay $10 per change/addition using the Team Roster Additions Form. All rosters are frozen at the start of the first game.