

# Intramural Handbook

*LONGWOOD UNIVERSITY*

2022 – 2023



*Serving Longwood Through Recreation and Wellness*

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## **Vision Statement**

Creating a Fit U!

## **Mission Statement**

Serving Longwood through recreation and wellness.

## **Assumption of Risk**

I, the undersigned participant, request permission for myself to participate in the Intramural Sport Leagues for the Fall 2022 and Spring 2023 semester, beginning August 22, 2022 and ending May 5, 2023. (Hereinafter will be referred to as the "activity.") These leagues are sponsored by the Campus Recreation Department which is a division of Student Affairs.

I consent to participate in the activity and acknowledge that I fully understand my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the activity is being conducted, and/or the rules of play of this type of activity. I understand that if I have any risk concerns, I should discuss them with the activity coordinators and staff before I sign this document and before the activity begins.

I certify that I am in good health and have no physical condition that would prevent my participation in this activity. Furthermore, I agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

I agree that photographs, pictures, slides, movies, video, or other media coverage of me may be taken in connection with my participation in the activity without compensation from the State of Virginia, the Trustees of Longwood University, Longwood University, Longwood Campus Recreation Department, its auxiliary organizations, and the officers, employees, volunteers, and agents of each of them (all of which are hereinafter, the Event Holder and Facility Owner) and consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume responsibility for all risks and dangers associated with my participation in the activity. I agree I am financially responsible for any losses resulting from my actions during this activity.

In consideration of my participation in the activity, I hereby waive all claims or causes of action against the Event Holder and Facility Owner arising out of my participation in the activity and hereby release the Event Holder and Facility Owner from all liability in connection therewith except such loss or damage which was caused by the sole negligence or willful misconduct of the Event Holder and Facility Owner.

I have read this release agreement and understand the terms used in it and their legal significance. This release is freely and voluntarily given with the understanding that right to legal recourse against the Event Holder and Facility Owner is knowingly given up in return for allowing my participation in the activity.

## **Intramural Sports Program**

The Intramural sports program offers a multitude of team sports, individual/ dual sports and educational programs. All opportunities are offered in different skill and interest levels. The friendly professional and student staff are committed to fostering teamwork, sportsmanship and leadership in a clean, safe and social setting.

Individuals and organizations participating in intramural sports should exhibit an attitude and understanding that good sportsmanship and fair play are an integral part of the activity and intramural sports program. This manual outlines the policies and procedures that will guide the success of the intramural sports program. **LONGWOOD CAMPUS RECREATION AND THE INTRAMURAL SPORTS DEPARTMENT RESERVES THE RIGHT TO AMEND, ALTER OR DISSOLVE ANY OF THESE GUIDELINES OR RULES TO BENEFIT THE PROGRAM.** All participants are expected to comply with the spirit as well as the letter of the rules.

Before each semester begins, Campus Recreation will post a schedule of intramural sports available for the upcoming semester on the department website. This schedule can be found at <http://www.longwood.edu/recreation/intramurals.htm>. As the sign up dates approach, each sport will be promoted through flyers, emails, social media, etc. Sports can be found on [IMLeagues.com](http://IMLeagues.com) once you create an account (Please see sign-up process below).

## Eligibility

### Team Entry/Roster Information

- There is no limit on roster size unless otherwise noted on IMLeagues.com.
- Teams must have the minimum number of players to field a team for that sport.
- Roster names must be appropriate for others to view. If deemed inappropriate by Campus Recreation, the name will be changed by the intramural department.
- Additions to rosters can only be made during the regular season. This must be done on IMLeagues.com before game time. No additions can be made during playoffs.
- Teams must follow the eligibility requirements stated in this handbook and the Information sheet passed out at the captain's meeting.
- Rosters must be complete and all fees must be paid by the closure of the captains meeting to ensure your team is on the intramural schedule.
- Attendance at the captain's meeting is mandatory for all teams. **Failure to have a representative at this meeting can result in the team being dropped from the league and placed at the bottom of the waiting list.**

*\*\* Please be sure to keep your receipts as proof of payment. In the event that you wish to obtain a refund for your entries you will need to show this proof of payment. Payment cannot be refunded without a receipt.\*\**

### Participation Rules

- Each team member must be a current Longwood student (Full-time, Part-time, Graduate, and Distant Learner), faculty, or staff member.
- A faculty/staff team member must hold a valid membership to the Health and Fitness Center to be eligible to participate in a sport that takes place in any Campus Recreation facility (Health and Fitness Center & Lancer Park).
- Spouses/families of students, faculty, or staff are not eligible to participate in intramurals.
- In order for an individual to be eligible for a team in the playoffs, that individual must have played for the team at least once during the regular season.
- An individual is only eligible for one team in each league.
  - Eligible to change teams prior to competing in a game with original team
- A team member may not be a current intercollegiate athlete at the University (Please see “*Intercollegiate Athlete Rule*” on Pg. 5)
- Anyone participating in an intramural event must sign the Campus Recreation Intramural waiver (Now electronically signed when registering through IMLeagues).

### Gender Identity Inclusion

The Intramural sports program within Longwood Campus Recreation holds the equality and inclusion of participants in the highest regard. Every individual has the right to an unbiased, fair opportunity to participate. When an activity requires a gender designation (such as Men's or Women's), an individual may participate in accordance with their gender identity and expression, regardless of medical treatment or therapy.

When an individual wishes to participate in an Open or Men’s/Women’s league and does not identify with a particular gender, Campus Recreation, Counseling & Psychological Services (CAPS), and the University Diversity Council will provide resources and direction on a case-by-case basis.

In addition, all information regarding individual identities and medical information will be kept strictly confidential.

**Professional Athlete Rule**

Individuals that have participated professionally in a sport may not participate in the same or alike intramural sport, activity, or event. A professional athlete is defined, but not limited to, a person who has been paid to participate in a sport; and/or a person under contract with a professional team; and/or a person included on a professional team roster; and/or a person who practiced with a professional team; and/or a person compensated for trying out for a team.

**Sport Club Rule**

A sport club member is defined as a person who:

1. Name appears on sport club team roster or travel document during the academic year.
2. Signed a participation waiver and is participating in club functions (i.e. Travel, practice, game).
3. Actively participating with the club during their season(s).
4. Practiced (not including tryouts) or played in a contest for a University-recognized sport club during the academic year.
  - Intramural teams participating in flag football and softball will only be allowed four club sport players from the same or similar sport club team such as club football and club softball/baseball.
  - Intramural teams participating in volleyball, soccer and other team sports, not including flag football and softball, will only be allowed three club sport players from the same or similar club sport team.
  - Exception for Basketball – Teams will be allowed to three club players. (2 males, 1 female or 2 females, 1 male, 3 males or 3 females)
  - No more than one member of a club team in the same or related sport may play on dual sport teams such as doubles in tennis or racquetball.

**Similar/ Related Sports**

Professional/ Varsity/ Club Sports	Intramural Sports
Football	Flag Football
Soccer	Indoor Soccer
Basketball	5v5 Basketball, 3v3 Basketball
Volleyball	Indoor Volleyball, Sand Volleyball
Baseball, Softball	Softball
Field Hockey, Ice Hockey	Floor Hockey
Ultimate Frisbee	Ultimate Frisbee

**Ineligible Players**

- An individual participating on more teams than permitted (listed above).

- An individual who does not have a valid Longwood ID or proper membership (card).
- An individual who played under an assumed name.
- An individual who has played professionally in an alike sport.

### **Intercollegiate Athlete Rule**

Intercollegiate athletes are defined as individuals who are practicing with or competing with a team recognized by Longwood University or any other NCAA Division I, II, or III University as a varsity sport. Intercollegiate athletes are not eligible to participate in their respective sport, or a similar sport, while they are participating with the Longwood University Athletic Department. Intercollegiate athletes must be one year removed from intercollegiate athletics before they are eligible to participate in their respective sport, or a similar sport. Intercollegiate athletes may participate in intramural programs other than their intercollegiate sport at any time provided they follow all other intramural policies and procedures.

### **One Day Philanthropic Tournaments**

Intramurals will be partnering with student clubs/organizations to provide one day intramural tournaments where the proceeds will go to the philanthropic choice of the student club/organization. To be a student organization Co-sponsor please contact the Assistant Director of Sport Programs at 434-395-2336. If you are looking to participate see registration process below. **Additional fees** may applied to put on tournament(s).

## **Registration**

### **Signing Up**

Registration will take place online through IMLeagues.com for each intramural sport. The sign up period for each sport is approximately 10 – 14 days before each sport takes place. To be eligible for a sport, the team captain must create an account, and then create a team on IMLeagues.com before the end of the sign-up deadline. Then the captain must ask the other players on the team to create an account and join their team (this doesn't need to be done until 4pm on the day of the first game of the season unless otherwise noted). Fees must be paid at the Campus Recreation office located in the Health and Fitness Center, room 304. To ensure your teams registration, your team must be registered on IMLeagues.com before the sign-up deadline, payment must be made by the sign-up deadline, and attend the captains meeting for select sports. Late team additions will be accepted at the discretion of the Assistant Director of Sport Programs.

**\*One Day Tournaments registration**-will also take place on IMLeagues.com. The registration deadline will be one day before the event occurrence. The same registration process will take place as above except the following:

- Payment will be made to the student organization co-sponsor on the day of the event before they play in their first game.
- There will be a few (2-4) open spots for teams to sign up the day of the event (not guaranteed a spot and number of spots will depend on # of teams already signed up and the nature of the sport)

Teams will be asked for game preference times on IMLeagues.com and every effort will be made to place teams in their preferred time slot; however, games may be scheduled as needed based on the number of participants (this will only be a preference for season sports, one day tournaments teams will have to be free to play the entire day).

## **Rescheduling**

Contests scheduled during regular season league play will be rescheduled if possible. If there are scheduling problems, teams should use their one allotted default. If weather and time permits, games canceled due to inclement weather during the regular season will be rescheduled. If a participant has questions about rescheduling, please call the Intramural Sports office at 434-395-2336

## **Awards**

Intramural t-shirts will be given as the championship award in every intramural activity (not philanthropic one day tournaments) offered throughout the academic school year. The t-shirts will be handed out at the game site on the night of the championship contest.

The number of t-shirts awarded is based on each individual sport and the number of participants who are needed to participate in that sport. If a team needs more than the number of shirts awarded, individuals on the team may purchase additional shirts in the Intramural Sports office the day following the championship game.

## **Captain's Responsibilities**

The team captain is a vital link between the individuals participating in a sport and the Intramural Sports staff. For this reason, any person assuming the role of a team captain is expected to uphold the following responsibilities:

### **Before the season**

- **Complete Captains Quiz on IMLeagues.com**
- Invite Players to your team
- **Ensure that all team members signed up on IMLeagues prior to their first game**
- Inform all players of the game time and location, including checking the playoff schedules the first day of posting and every day following competition.
- Represent each member of their team, including when discussing rule interpretations and calls with the umpires/officials.
- Make sure that all members of their team present a valid Longwood ID prior to the start of every game. ID's are required at all intramural events and should be presented each time an individual plans to participate in an event.
- Be familiar with all rules, schedules, policies, and procedures of the Intramural Sports Office and passing this information along to all team members.
- Make sure that all members of their team are eligible to play in an intramural contest. This includes verifying that a person is a student, faculty, or staff member at Longwood and having full knowledge that each member is playing on a legal number of teams.
- Ensure that all team fees are paid before the start of the respective sport, league, and one day tournament

### **During the Season**

- Continually encourage team members to be at the game site 15 minutes prior to the scheduled game time with the LU ID cards
- Assist the Intramural Sports staff with the implementation of the sportsmanship policy and stressing its importance to each participant.
- Uphold sportsmanship among all team members and spectators before, during and after each contest. The team captain will be held responsible for any sportsmanship violations committed by team members and spectators before, during and after games

- Communicate with the Intramural Sports office throughout the season about any problems or concerns that may be occurring at the competition site.
- Verify the final score and sportsmanship rating on IMLeagues.com after each game, and notify the Intramural Sports staff if there is an error
- Represent their team by cooperating with the supervisors at the site concerning any protests, incidents, or accidents that may occur as well as working with the Intramural Sports office staff.
- Respectfully speak with the Intramural Sports staff in reference to any team-related issue

## **Team Member Responsibilities**

Each person who decides to participate in an intramural event assumes responsibility as an individual participant. These responsibilities are as follows:

- Know their team's game time and location.
- Be at the competition site prior to the start of every contest making sure that his/her name is properly recorded on the scorecard as well as on the Release of Claims form.
- Bring a valid Longwood ID to all intramural competitions. ID's are required at all intramural events and should be presented each time an individual plans to participate in an event.
- Be familiar with all rules, schedules, policies, and procedures (including the sportsmanship and eligibility policies) of the Intramural Sports office.
- Cooperate before, during, and after competitions with the intramural sports supervisor/officials on site.

## **Injuries**

Participation in the intramural sports program is completely voluntary and each participant is required to sign the Waiver and Assumption of Risk form prior to competing in any intramural sponsored activity (now completed online when registering). Participants must be aware that all intramural activities intrinsically involve great risk and by taking part in these activities they acknowledge and assume the risks inherent therein.

The Intramural Sports department assumes no responsibility and shall not be held liable for any injury or other irregularity resulting from participation in an activity or by the use of any recreational facility used by the department.

## **Attire Policies**

- Knee braces made of hard unyielding material are illegal unless covered with at least ½ inch closed-cell slow recovery rubber or other material of the same minimum thickness and having similar physical properties (i.e., Lenox Hill Sport Sleeve or Neoprene Sleeve).
- Jewelry cannot be worn during play.
- Proper attire for each sport is required for all participants
  - Example: athletic shorts/sweatpants, shirts, shoes, no metal spikes, etc.

## **Equipment Rental**

Campus Recreation does not rent equipment for organized tournaments or practices. However, we would love to collaborate with your organization to run philanthropy events. See "One-day Philanthropic tournaments" above for more information.

## **Protest Procedure**

Individuals who wish to file a protest must do so at the time of the incident in question.

Failure to follow this procedure will result in the protest not being upheld. Judgment calls are not subject to protest. The protesting team must notify the official to suspend play and request that a supervisor be brought to the field/court to make a ruling prior to the continuation of play. If the supervisor at the site is unable to make a ruling at that time or if the team captain disagrees with the supervisor's ruling, they must immediately inform the supervisor that the contest is being played under protest and the contest shall be continued. The supervisor will then document the contest facts and file a report with the Assistant Director of Sport Programs. The team captain must contact the Intramural Sports office by noon of the next business day in order to file a formal protest and to discuss the matter with the Assistant Director of Sport Programs.

If a team has a concern regarding an opposing team with ineligible players, they are encouraged to file a formal protest at any time. Campus Recreation reserves the right to investigate the eligibility of teams and players. These investigations may result in suspension, forfeiture, and/or probation of the team and/or players. Participants are expected to help make the intramural program as fair as possible. Cooperation is much appreciated and formal protests assist the intramural staff in providing a fair and safe opportunity for all involved.

### **Sportsmanship**

The Campus Recreation Department and Intramural Sports office stress that participants display good sportsmanship at all times. Any physical/verbal abuse or unsportsmanlike conduct of opponents, officials, or spectators, before, during, or following a game or contest will not be tolerated.

Fighting, harassing, using profane/inappropriate language, and/or making obscene gestures are violations of the Longwood Student Code of Conduct. These activities will result in an automatic ejection and "F" sportsmanship rating (see below). Each student participating on a team should choose his/her team members carefully, as all team members will be responsible for any disciplinary action taken by the Intramural Sports office against a team or individual for violation of the rules. The team captain is responsible for the actions of the individual members of the team as well as the spectators directly related to the team before, during, and after a game.

All ejections and violations of the Longwood Student Code of Conduct will be reported to the Assistant Director of Sport Programs. Upon review of the report, the Director of Campus Recreation may submit violations to the Office of Student Conduct & Integrity.

Campus Recreation and the Intramural Sports office staff have developed the Sportsmanship Rating System with the purpose of making each individual participant responsible for his/her actions while participating in intramural events. Intramural officials and supervisors will give sportsmanship ratings to teams after each contest. **These ratings will reflect behavior before, during, and after the contest.**

In order for a team to qualify for tournament play, they must have the required winning percentage, less than two forfeits, and a "B" or better sportsmanship rating during regular season play.

### **Sportsmanship Rating System**

**"A" - Excellent Conduct and Sportsmanship:** Players cooperate fully with the officials and opposing team members. If necessary, the captain converses calmly with officials about rule interpretations and calls. The captain has complete control of teammates. (4 points)

**"B" - Good Conduct and Sportsmanship:** Team members verbally complain about some decisions made by the officials and/or show minor dissension, but the actions do not merit a technical foul or verbal warning. Default by a team. (3 points)

**"C" - Average Conduct and Sportsmanship:** Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits little or no control over teammates or him/herself. Teams that receive one technical foul/unsportsmanlike penalty may receive no higher than a "B" rating. Forfeit by a team. (2 points)

**"D" - Below Average Conduct and Sportsmanship:** Team demonstrates a lack of cooperation. The team captain exhibits little or no control over teammates and/or him/herself. (1 point)

**"F" - Poor Conduct and Sportsmanship:** Team is completely uncooperative. Captain has no control over teammates and/or him/herself. Any team causing a game to be forfeited, other than by not showing, or receives one or more ejections will receive an "F" rating. (0 points)

*\*\*Any team that receives an "F" rating will be asked to have their team captain meet with the Intramural Sports Supervisor within 48 hours of the infraction to determine the team's eligibility to play their next contest. Failing to meet within the 48 hour time frame will result in the team forfeiting their next game and the team will be charged a forfeit fee\*\**

### **Ejected Players**

Ejected players face a minimum one game suspension, with possible expulsion from the league and limited participation in other intramural sports activities. Ejected players have one minute to leave the facility or field. If an ejected player is still within sight or sound of the official after one minute, the game will automatically be forfeited by their team. Any player that has been ejected from an event must schedule a meeting with the Assistant Director of Sport Programs. This meeting will be scheduled at the convenience of the Assistant Director and the player will be suspended from play until that meeting is held.

### **Playoff Sportsmanship**

Any team that receives lower than a "B" rating in the playoffs will forfeit that game regardless of the outcome and will be eliminated from the playoffs.

### **Alcohol and Drug Policy**

In accordance with Longwood University policy, alcohol consumption and drug use prior to or during an intramural sports contest is prohibited. The Intramural Sports staff strictly enforces a zero tolerance policy regarding alcohol and drugs during all intramural sports contests. Consequences for this violation may include, but are not limited to, being ejected from the game, being banned from participating in intramural sports activities, and being referred to the Office of Student Conduct & Integrity. Longwood Police will be contacted for any event that involves a violation of the alcohol and/or drug policy.

### **Defaults/Forfeits**

It is recommended that individuals or teams scheduled to play at a specific time appear at the designated site at least 15 minutes prior to that time. Failure to arrive and be prepared to play at the designated start time will result in the Intramural Supervisor declaring the game forfeited and the individual/team ready to play will be declared the winner. If both teams fail to appear, a double forfeit will be declared. If a double forfeit occurs in the first round of a double-elimination tournament, both teams that forfeited will be eliminated from the tournament completely.

A “default” is defined as giving advance notice that the team will not participate in a scheduled game/event/match. For example, if the team is aware that they will not have enough players at game time, that team could use a default. By using a default, the team automatically loses the game. However, the forfeit fee is waived when using a default. If an individual/team plans to use a default, a representative of the team must notify the Assistant Director of Sport Programs by 3p.m. (via email, phone call, voicemail) the day of the game/event/match. If notice is not given by 3p.m. the day of, the game will be considered a forfeit. Each team is allotted **one (1)** default per sport. All other defaults or forfeits will result in the forfeit fee being charged to the individual/team.

Any contest that has been processed as a “default” will not count as a loss if the contest is canceled due to inclement weather or unsafe playing conditions.

Any contest that has been processed as a “default” during the playoffs will not count as a loss if the contest would have to be rescheduled due to inclement weather or unsafe playing conditions. If either team cannot make the rescheduled contest, teams must notify the intramural sports office.

Default v Forfeit... What’s the difference?	Default	Forfeit
My team cannot play a scheduled game and I informed the intramural office before 3pm on the day of my game. My team will receive a...	Yes	No
My team simply does not show up for a scheduled game and the officials and other team are waiting to play. My team will receive a...	No	Yes
If my team does not meet the minimum player requirement, including gender ratio requirements for Open contests, at the time of the game is scheduled to start, my team will receive a...	No	Yes
My team will receive a sportsmanship rating of 2.0 for a game if we...	No	Yes
My team will receive a sportsmanship rating of 3.0 for a game if we...	Yes	No
If my team cannot make a scheduled contest, it is common courtesy to the intramural sports staff and the opposing team if I...	Yes	No

### **Forfeit Fee**

A forfeit fee of up to, but not exceeding, \$20.00 will be assessed for any team that fails to show up or forfeits a scheduled event. After the forfeit fee is paid, teams will regain eligibility to finish league play or tournament play (if applicable). Teams who do not pay their forfeit fee to the Campus Recreation office before their next scheduled game will be INELIGIBLE to play. An additional forfeit fee will be assessed up to, but not exceeding, \$20.00 (\$40.00 in total), and teams will face disqualification from further league or tournament competition.

***\*\*Please note that after two (2) weeks following the date of the last game any team has forfeited, a financial hold will be placed on the team captain's student account for any unpaid forfeit fees.***

## **Lightning Protocols for Outdoor Intramurals Inclement Weather**

### Suspension and Resumption of Athletic Activities

Athletic activities will be suspended for inclement weather according to NCAA and National Severe Storms laboratory recommendations. Activities may then be resumed when conditions are safe or canceled if the weather will not clear in a reasonable amount of time.

### Lightning

When detecting lightning the WeatherBug App or EarthNetworks texts alerts will be used. Location should be turned to 'always on' if using the WeatherBug App to receive notifications. Alerts will start at 15 miles away to notify you that a storm is close by and to possibly consider starting the evacuation process if there is a lot of equipment to move or large crowds. A second alert will be given at 8 miles away to notify you to seek shelter immediately. At 8 miles away all activities **must** be suspended. Everyone (participants and standers-by) should evacuate to a safe shelter. A safe shelter is described as a sturdy, enclosed building or a solid metal vehicle with the windows closed. This excludes dugouts, golf carts, and convertibles. Avoid being the tallest object while out in the open. After checking appropriate weather radar maps, it may be necessary to cancel the remainder of the athletic activity. Alternatively, if the weather clears, the Athletic Trainer or safety officer may deem it safe to resume activities. To resume activity the radar on the WeatherBug App must show the last lightning strike to be 8+ miles away or there has been an all clear text sent from EarthNetworks, and no other hazards preventing athletic activities.

### **Health and Fitness Center Rules**

All intramural events that take place in the Health and Fitness Center fall under the same rules and policies noted in the Campus Recreation Member Handbook.

## **Lancer Park Rules**

- Unauthorized usage of the Lancer Park Fields is prohibited.
- Lancer Park is a tobacco and alcohol free area.
- Food and chewing gum is prohibited on the artificial turf field.
- Appropriate footwear is required. Rubber cleats, turf shoes and athletic shoes are appropriate. Metal spikes, bare feet and sandals are prohibited.
- Be courteous to the next group. All equipment (goals, benches, etc.) should be moved off of the playing area to the sidelines and all trash should be removed from the field (water bottles, athletic tape, etc.).
- Notify Campus Recreation at 434-395-2356 of any field hazards or maintenance issues.

## **CONTACT INFORMATION**

### **Campus Recreation Contact Information Address:**

304 Health and Fitness Center  
Longwood University 201 High St.  
Farmville, VA 23909

### **Intramural Student Supervisors:**

Tillar Bagby  
Brian Staylor  
Thomas Challis  
Braxton Gowen

### **Professional Staff**

Gus Hemmer  
Director of Campus Recreation  
Email:  
[hemmergw@longwood.edu](mailto:hemmergw@longwood.edu)  
Phone: 434-395-2186

### **Websites:**

Campus Recreation: [www.longwood.edu/recreation](http://www.longwood.edu/recreation)  
IMLeagues: [www.IMLeagues.com](http://www.IMLeagues.com)

### **Social Media:**

Facebook: Longwood Campus Recreation  
Twitter: LUCampusRec  
Instagram: LongwoodCampusRec

**HFC Main Office:** 434-395-2356

**HFC Front Desk:** 434-395-2488