

Intramural Sports



Participant Handbook
Fall 2008

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Introduction

The Intramural Sports Participant Handbook is intended to serve as an informative and procedural guide for all participants. All MCG students, employees, and Wellness Center members are invited to participate in the Intramural Sports activities offered. Through participation in Intramural Sports, individuals are encouraged to enjoy sports, reduce stress, keep physically fit, use various learned skills, meet people, and have fun. Intramural Sports emphasizes and acknowledges values such as sportsmanship, leadership, and teamwork.

Participants are expected to become familiar with and abide by the guidelines contained herein. All participants will fall under these guidelines and must take responsibility for understanding them. The Intramural Sports office reserves the right to put into immediate effect any rule changes or modifications regarding policies and procedures. Anyone with questions about the policies in this handbook should contact the Intramural Sports office at (706) 721-5055.

Conditions of Participation

MCG, the Wellness Center, and the Intramural Sports office are not responsible for lost or stolen property, damage to personal property, or injuries sustained while participating. Participation in Intramural Sports activities is strictly voluntary and may result in personal injury. For this reason, all participants are required to submit a completed release and waiver of liability form prior to participation in any intramural activity. *Any individual who fails to submit their liability waiver will not be eligible to participate.*
NO EXCEPTIONS to this rule.

Eligibility

To be eligible for participation in the Intramural Sports program an individual must fall into any of the four categories outlined below.

- I. Students – All currently enrolled students of the Medical College of Georgia are eligible for participation in any intramural sports activity. Part-time students who do not possess a current membership to the Wellness Center may either purchase a membership or pay an entrance fee to the facility for indoor activities.
- II. Employees – All employees of the Medical College of Georgia are eligible for participation in any intramural sports activity. An employee is any individual who is either: a staff member, a faculty member, a resident, or a fellow of MCG. Employees who do not possess a current membership to the Wellness Center may either purchase a membership or pay an entrance fee to the facility for indoor activities. All employees will be required to pay an additional participation fee for outdoor activities.
- III. Student Spouses – All spouses of MCG students are eligible for participation in any intramural sports activity. Any spouse who is not a current member of the Wellness Center may either purchase a membership or pay an entrance fee to the facility for indoor sports.

- IV. Wellness Center Members – Any member of the Wellness Center who does not fall into any of the above categories is eligible for participation in any intramural activity held in the facility. Outdoor events are restricted to MCG students, their spouses, and MCG employees. Any individual who is eligible for a membership to the Wellness Center, yet does not actually hold a membership is eligible to participate so long as that person either purchases a membership or pays an entrance fee to the facility. Only students, student spouses, and MCG employees are eligible for outdoor events.

How to become a Wellness Center member

You are eligible for membership if you fall within one of the following categories:

- MCG employees including full-time and part-time faculty, staff, housestaff, residents, postdoctoral fellows and their spouses.
- MCG clinical and adjunct faculty and their spouses.
- Employees of campus affiliates and their spouses such as MCGHI, Physicians Practice Group (PPG), Augusta VA Medical Center (both campuses), Augusta State University, Walton Rehabilitation Hospital, and Georgia War Veteran's Nursing Home. MCG/MCGHI contract employees, MCG/MCGHI volunteers and ASU students are also eligible to join.
- Alumni of MCG or any University of Georgia System institution (upon verification) and their spouses.
- Spouses of MCG students.
- MCG / MCGHI / PPG retirees (upon verification) and their spouses.

To sign up for membership, stop by the front desk of the Wellness Center. Membership applications are also available online at <http://www.mcg.edu/wellness>. Simply fill out the application, including your payment information, and either bring by or fax the application to the Wellness Center at (706) 721-5063.

Ineligible Players

An ineligible player shall be defined as any individual who does not fit in the above listed categories, or any person who fails to pay an additional fee for participation. Any team using a person who is ineligible shall lose all contests in which the person played if the violation is detected before the playoffs begin. If detected during the playoffs, the team shall lose the game in which the player is detected. If the game has already been played, the team that originally lost the game will be awarded the win and will advance the next round.

League Guidelines

The following divisions may be offered for both team and individual/dual sports: Men's, Women's, and Co-Rec. The Men's division will consist of teams made up entirely by male participants; similarly the Women's division will consist of teams made up entirely by female participants. The Co-Rec division will consist of teams made up of men and women and specific guidelines will apply to the number of each gender a team must field during play.

Please note that not all divisions will be offered for all sports. The divisions offered will be based on the estimated number of teams expected to register as well as facility and time restraints.

Participants may play for only 1 Men's or Women's team, and 1 Co-Rec team per sport/activity.

Registration Process

- I. All registrations for Intramural Sports activities will be conducted at the front desk of the Wellness Center until 6:00pm on the date of the Registration Deadline. A list of Registration Deadlines is available in the Intramural Sports office located in 1002-A of the Wellness Center.
- II. Entries/Rosters for team sports must be complete with team name, captain's and co-captain's first and last name, phone number, e-mail address, league choice, and the first and last names of the individuals on the team. Entries for individual/dual activities must be complete with the first and last names of the participant, phone number, e-mail address, and league choice.
- III. Each team/individual will be required to pay, in full, the entry fee(s) at the time of registration. Any team that fails to pay their entry fee will not be entered into the league. *Note: Some teams may be required to pay an additional fee at the time of registration (see Entry Fees below).*
- IV. Leagues will fill on a first-come, first-serve basis. Teams should specify on the roster if there is a particular night or time that is inconvenient.
- V. There shall be a limited number of players on a team's roster. The numbers are listed below for each sport:

a. Flag Football	16
b. Volleyball	12
c. Volleyball-4 Player	8
d. 3-on-3 Basketball	4
e. Basketball	10
f. Dodgeball	6
g. Softball	15
h. Soccer	12
i. Futsal	10
- VI. Have all team members sign the liability waiver and submit the forms with the roster at the time of registration.
- VII. There may be a maximum number of teams that can be accommodated. Late entries will only be accepted if space is available. However, teams can request to be placed on the "waiting list."
- VIII. Schedules will be available by 2:00pm on the Friday following registration. The schedules will be e-mailed to each team captain and will also be available on the web.

Entry Fees

There is an entry fee required to participate in any Intramural Sports activity. Please note that the entry fees may vary due to an individual's or team's status and/or the length of the season or tournament. All teams are required to pay the Team Entry Fee; however, some teams may be charged an additional fee as noted below. Methods of payment for Intramural Entry Fees include

check, money order, Mastercard, Visa, Discover, or MCG Express. **No cash will be accepted.**
The fees for each sport are outlined below:

Flag Football

Team Entry Fee = \$50

Non-student Fee = \$20 (per team)

The non-student fee is charged to any team whose roster contains more than two employees.

This fee is charged in addition to the team entry fee and is due upon registration.

Volleyball

Team Entry Fee = \$50

Eligible Non-Member Fee = \$20/four (4) entry pass or \$8/entry (per person)

The Eligible Non-Member fee is charged to any team member who is not a member of the Wellness Center. This fee is the standard entrance fee for non-members to use the facility. The eligible non-member fee may be paid at any time prior to the individual entering the facility.

Tennis Tournament

Entry Fee = \$10

Non-Student Fee = \$5

The non-student fee is in addition to the entry fee and shall be applied to all MCG Employees at the time of registration.

3-on-3 Basketball Tournament

Team Entry Fee = \$20

Eligible Non-Member Fee = \$20 for all team members or \$8 per person

The Eligible Non-Member Fee for 3-on-3 Basketball will include all team members who are non-members. Teams will have a choice of either paying the \$20 or paying on an individual basis (i.e. \$8/person). Check-in is limited to days of play only if the team chooses to pay the \$20 fee.

***Refunds will not be granted after the initial schedule has been posted.** Fees may be transferred to a different session or program upon the approval of the Wellness Center.

ID Policy

All participants are required to bring a picture ID with them to all Intramural activities. Any person who does not bring a form of picture ID will not be allowed to participate in the Intramural event.

Additions/Deletions to Roster

Any eligible person may be added to a team's roster at any time during the sport season provided there is space left on the team. Additions can be made at the game site or in the Intramural Sports office during normal business hours. Any player not listed on the original roster must be added prior to their participation in the sport/activity.

Any team member may be deleted from the roster provided they have not played in more than one game for that sport season. After the individual has competed in two games, they are “locked” onto the roster. Any person who has been deleted from a roster is not eligible for participation on any other team. Deletions to the roster can only be made in the Intramural Sports office during normal business hours.

Game Format

Team Sport (Regular Season) - For regular season team sports, all teams will play a five game regular season. Teams will play one game per week on the day and/or times registered for, for five consecutive weeks. Occasionally teams may play more than one game per week, or not at all, depending on cancellations due to weather or scheduling problems. Proper notification will be given to team captains in the event of these occurrences. All schedules will be posted by 2:00pm on the Friday afternoon following registration. All team captains are responsible for distributing game information to their team members.

Team Sport (Post-Season) – Any team who has won at least one regular season game and has less than two defaults will qualify for the playoffs. Any team who forfeits a regular season game is not eligible for the playoffs. Playoffs will consist of a single-elimination tournament and teams will be placed into brackets according to their season record. Should any two teams be tied for their season record, the following process shall be used to determine who gets the higher seed: If two teams have already played during the regular season, the winner of the game shall receive the higher seed. If the teams have not played each other, the team with the fewest points allowed shall receive the higher seed. Playoff schedules will be posted by 2:00pm on the Friday following the last regular season game. Again, team captains will be responsible for passing on game information to their teammates. Playoffs will be held for each division in all team sports.

Team Sports (1-day Tournaments) – Teams are encouraged to check with the Intramural Sports office for specific information related to each tournament, as tournament structures may differ due to the event. Times may vary and teams should be ready to participate at any time during the noted hours.

Individual/Dual Sports – Participants are encouraged to check with the Intramural Sports office for specific information related to each individual sport, as events differ due to the structure of the activity. Some activities are one time only events, whereas others may span a week or two.

Reschedules

Any team representative may request a reschedule by visiting the Intramural Sports Office located in 1002-A of the Wellness Center between the hours of 10am and 4pm, Monday through Friday. **Reschedule requests may not be completed on the day of the competition for seasonal team sports.** The team representative will be given as many as three alternative playing dates and/or times. He/she must then contact the opposing team’s captain to request the reschedule. Once an alternative playing time/date has been agreed upon by both teams, the requesting team should bring the form back to the Intramural Sports office to guarantee the game change. Any forms not returned will result in the game being scheduled for the original date and time.

Forfeits

One of the real frustrations for participants and administrators alike is when the pleasure of participation can not be realized because of a forfeit. Team captains are responsible for providing enough players for each game so that forfeits do not occur. All intramural sports activities will follow the "10-Minute Rule." This rule states that any team who fails to show or to field the minimum number of players required to start the game within ten (10) minutes of the original starting time shall forfeit the game. If a team does forfeit they must contact the Intramural Sports office the following day to be reinstated. Any team who fails to contact the office within 24 hours of the forfeit shall be dropped from the league. If a team forfeits any two games, they shall be dropped from the league. Teams who forfeit will not qualify for post-season play.

Defaults

If a team is aware that they will be unable to field the minimum number of players at an event, they may contact the Intramural Sports office by 4:00pm on the day of the contest to default the game. This allows the Intramural Sports office to contact the opposing team captain and the staff to inform them the game will not take place. Teams that call after 4:00pm are subject to receiving a forfeit as time is limited to contact the opponents and staff. A default will result in the team taking a loss for the game, but will not count as a forfeit. Teams are limited to two defaults before being dropped from the league. A combination of one forfeit and one default will also result in a team being dropped from the league.

Drug and Alcohol Policy

The possession or consumption of alcohol or illegal drugs is prohibited at any Intramural Sports activity. Any individual who is suspected of being under the influence will be asked to leave the facility complex. Each team is responsible for enforcing this policy with team members and spectators. Violators are subject to disciplinary action in accordance with university policy.

Inclement Weather

In the event of inclement weather or subsequent poor field conditions that force the cancellation of games, please check your e-mail for a new message indicating the cancellation and any other important information pertaining to games. Participants can also call the Intramural Sports Hotline for information pertaining to the cancellation of games due to inclement weather. The phone number for the Hotline is 721-5060. Please note that the Intramural Sports Hotline is not intended for individuals to leave a message; it is strictly for the use of determining if games have been cancelled. If an individual needs to speak with a Wellness Center representative please call (706) 721-6800. An attempt will be made to reschedule any games that are "Rained Out." However, there are no guarantees due to a limited amount of time and space to complete the season.

Captain's Responsibilities

Each team entering an intramural activity must have a captain. The captain shall act as the official liaison between the team and the Intramural Sports office. The captain is also the person to whom communication/correspondence will be directed. The captain must be listed as a member of the team roster and provide two forms of contact (preferably their phone number and e-mail address). Specific responsibilities of the captain include:

- Notify team members of rules, playing schedules and changes, eligibility policies, and ensuring that the team is in compliance.
- Serve as leader at contests by communicating with officials and supervisors, and promoting fair play by helping to create a positive atmosphere.
- Promote good sportsmanship and fair play.
- Make sure all team members are eligible to participate according to the Intramural Sports Policies and Procedures.
- Remind players to be at the game site 15-minutes prior to game time, to warm-up and fill out scorecards, and to sign the liability waiver.
- Maintain communications with Intramural Sports office throughout the sport season in regard to schedules, entries, playoffs, sportsmanship, and feedback.

Sportsmanship

It is important that the Intramural Sports office provide an atmosphere that is conducive to fair play and good sportsmanship. The Intramural office realizes that the intramural contests are very important to the intramural participants, but the importance should not be so great that good sportsmanship is overlooked. Good sportsmanship is expected in the conduct of every participant in every contest. A “good sport” is fair, courteous, has a positive attitude, and accepts results gracefully. To ensure that fair play and good sportsmanship prevail, intramural employees (game officials, supervisors, and professional staff) reserve the right to warn, penalize, and eject players, teams, or spectators for conduct deemed unsportsmanlike.

Participants and spectators who choose to follow unsportsmanlike behavior before, during, or after the contest directed toward officials, other participants, or spectators are subject to ejection from the intramural facility. Examples of unsportsmanlike actions include, but are not limited to profanity, vulgar or abusive language or actions, unnecessary roughness, taunting and/or baiting, flagrant actions toward an opponent, game official, or spectator, and fighting or inciting a fight.

All participants that are ejected from an Intramural event will be immediately suspended from all Intramural contests until reinstated by the Intramural Sports office. To be reinstated, the ejected participant must meet with the Program Coordinator. All games following the ejection in which suspended players participate will be considered forfeits by that team. These forfeits will count toward the team’s two forfeit limit. Any penalties will be effective following the meeting with the Program Coordinator. If a player fails to meet, he/she will be suspended indefinitely.

Team Names/Uniforms

The Intramural Sports office reserves the right to change any team name that is deemed inappropriate or offensive to participants. This includes names involving profanity or of an offensive or sexually explicit nature. Please use proper judgment when selecting names and uniform artwork. Our goal is a pleasant, fun atmosphere for everyone competing. If you are unsure if a team name will be accepted, call the Intramural Sports office and ask.

Equipment

Such equipment as is needed to set-up the field/court shall be provided. In addition game balls will be supplied. All other equipment should be supplied by the participants. For example, goals and soccer balls will be provided for soccer, but participants should provide shin guards if so

desired. Please check with the Intramural office to determine what equipment is available for each activity. The intramural sports staff will not be responsible for lost or stolen equipment owned by participants.

Jewelry

The Intramural Sports program prohibits the wearing of jewelry for safety reasons. The only pieces of jewelry that will be allowed are wedding bands and medic alert bracelets/necklaces that are taped down with the medical information visible. All other forms of jewelry, bands, and non-essential decorative items must be removed prior to participating. Please do not ask the Intramural staff to keep up with your jewelry. The Intramural staff is not responsible for any pieces of jewelry lost during competition.

Awards

Championship t-shirts will be awarded to all Intramural Champions. T-shirts will be available immediately after the championship game. The number of shirts awarded to the championship team will be equal to the roster limit (see Registration Process above for details). All individual and dual sport champions will also receive an Intramural Champion t-shirt.

Spectators

All spectators who are not Wellness Center members must abide by the Spectator Policies set by the Wellness Center. The spectator must be accompanied by a MCG student or Wellness Center member for entrance into the facility. A photo I.D. must be presented and both the spectator and the sponsor must sign-in at the front desk. For outdoor activities, spectators must abide by the guidelines set forth by the management of the facility.

Employment Opportunities

The Intramural Sports office is always looking for enthusiastic students to work for the program. We provide the training and instruction and you provide the enthusiasm. If you are looking for a fun atmosphere that will work around your schedule, this is the job for you. If you are interested in obtaining a job with the Intramural Sports program, please get in contact with the Program Coordinator at (706) 721-5055.