

Intramural Sports



Participant Handbook

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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) 721-6800

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 meet one of the following requirements.

- I. **Students** – All currently enrolled students of the Medical College of Georgia are eligible for participation in all 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 all 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 all 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-served 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	12
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.**

***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 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.

Scheduling and Playoffs

- The Intramural Sports Staff will prepare all regular season and playoff schedules. Scheduling concerns or questions may be directed to the Coordinator of Intramural Sports. All scheduling conflicts should be reported to the Coordinator as soon as possible, so the proper actions may be taken to resolve the issue.
- All teams are eligible for the playoffs if they finish the regular season and have not forfeited.
- Teams participating in the playoffs may be required to play on nights and times that differ from their regular season schedule.

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 alternative playing dates and/or times, if available. 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. Teams are expected to be ready to play at game time. Any team failing to report to participate at the scheduled starting time shall forfeit to their opponent. If both teams fail to report to participate, each team will be given a forfeit and the game will not be rescheduled. This applies to all team, individual and special event contest.

- **Winning by Forfeit:** In order for a team to receive a win by forfeit, it must have the minimum number of players required to begin play according to the rules of that sport. These players must be at the scheduled location at the scheduled time “ready to play”.

NOTE: The “winning team” may exercise one of two options: Take the win and the contest stands as a forfeit or have the game clock started allowing the opposing team 10 minutes to arrive.

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 2:00pm 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 2:00pm 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 721-5056. 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. All participants of Intramural Sports are obligated to conduct themselves in a manner that fosters a safe, friendly and enjoyable atmosphere for all players and spectators. The Department of Fitness and Recreation Services will not tolerate actions that are considered prejudice, rude, disrespectful or un-sportsmanlike in nature.

- **Misconduct:** Any individual that is involved in fighting, verbal or physical abuse, or purposefully harming or injuring another participant, spectator or employee of the Department of Fitness and Recreation Services is subject to being banned from participating in Intramural Sports as well as possibly being reported to MCG Public Safety
- **Alcohol, Tobacco Products, and/or Controlled Substances:** These substances are not permitted on or around the Intramural Sports playing areas. If an individual appears to be under the influence of alcohol or any controlled substance, they will not be allowed to participate in Intramural Sports. Participants whom violate this policy will be reported to the Department of Campus Life Services and/or MCG Public safety for possible judicial sanctions.

- The Intramural Sports Staff reserves the right and is obligated to not allow participants and/or spectators that show signs of intoxication or have in their possession alcohol or controlled substances to participate in any Intramural Sports activity or event.

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.

(Note: If a team receives three (3) un-sportsmanlike penalties during a game it will result in an automatic forfeiture of that game. The team captain will be required to meet with the Coordinator of Intramural Sports before his/her team will be allowed to continue participation in that sport)

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. 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. 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.