



**Emory University**  
**Intramural Sports**  
**Participant Handbook**

**Updated August 2024**

## **Staff**

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General questions – direct to [intramurals@emory.edu](mailto:intramurals@emory.edu)

## **Emergency Information and First Aid**

Emergency: 911 or 404-727-6111

Non-Emergency: 404-727-8005

**Student Intervention Services (SIS)** – 404-430-1120

**Emory Peer Helpline** – 404-727-4357

**Student Health Services** – 404-727-7551

**Office of Respect** – 470-270-5360

**National Suicide Prevention Lifeline** – 1-800-273-8255

**Georgia Crisis and Access Line** – 1-800-715-4225

**Crisis Text line** – text “HOME” to 741-741

## **Recreation Facilities**

**SAAC Front Desk**

404-712-2430

**WPEC Central Desk**

404-727-0162

RecWell Website - <https://recwell.emory.edu/>

MyRecWell Fusion - <https://my.recwell.emory.edu/>

## **Mission Statement**

Emory University Athletics and Recreation engages, equips, and empowers the Emory community for success through sport, health and well-being.

### Purpose

The Recreation & Wellness Department and Intramural Sports program conducts a variety of activities designed to provide every student, faculty, and staff member with an opportunity to participate in organized individual and team sports. The program, based on competition between fraternities, sororities and independent teams, does not require the intensified training and high degree of skill associated with varsity athletics. An individual's ability is not considered as important as their desire to enter the true spirit of competition and good sporting conduct.

### Transgender and Gender Non-Conforming Individuals' Participation in Intramural & Club Sports

Emory Recreation & Wellness recognizes and celebrates the transgender and gender non-conforming student population and encourages students to participate in intramural sports and club sports based on their expressed gender identity. Emory Intramural & Club Sports expects participation to be based on one's self-identified gender and that is done in good faith and is consistent with a player's expressed gender identity.

- a. A participant's gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec divisions.

- b. Transgender individuals may play on the team that best matches their gender identity.
- c. Though rarely necessary, if needed Intramural & Club Sports staff will verify gender based on the participant's self-identification and expressed gender identity, not purely on the sex indicated in official school records.
- d. Emory Intramural & Club Sports recognizes that, for many, coming to know one's gender identity is not something that happens in an instant; it is a complex process that can occur over an extended period. Transgender participants are encouraged to communicate their gender identity with Intramural & Club Sports professional staff to ensure proper gender designation. Should the player not feel comfortable working with Intramural & Club Sports staff, the individual can contact the Office of LGBT Life and inform them of their status. Intramurals & Club Sports and the Office of LGBT Life staff will work together to ensure inclusivity for all participants.

## **Eligibility**

1. An Emory University ID or Government issued photo ID (driver's license, passport, or military ID) must be presented at all intramural activities and events. **NO ID, NO PLAY!**
  - a. Emory IDs can be retrieved virtually through the TouchNet OneCard application or through their Opus account. Although this will not grant access to WPEC or SAAC facilities, this is an acceptable form to check in to intramural sports activities.
  - b. IDs that do not look like the person presenting the ID will not be accepted.
  - c. No photographs of IDs will be permitted.
  - d. Participants attempting to play under an assumed name or different ID will cause their team to automatically receive a "2.0" sporting conduct rating for that game. The individual will also be suspended from intramurals for at least the remainder of the semester and must meet with the Intramural and Club Sports Coordinator before being reinstated.
2. Emory University students, faculty/staff, and Plus One Sponsored Members are eligible to participate in intramural sports activities.
  - a. All registered activity-fee paying students are eligible to participate in intramurals. Faculty/staff, and Plus One Sponsored Members, must be members of the Woodruff PE Center and/or the Student Activity and Academic Center to participate in sports within the facility.
3. Varsity athletes: Individuals whose names appear on a team roster or eligibility list of an intercollegiate athletic team at Emory or any other two- or four-year institution, including transfer students, may not participate in a similar intramural sport during the academic year in which they are so listed.
  - a. Varsity athletes who have been red shirted or who have become academically ineligible or have been excused from the team for any reason are not eligible to participate in a similar intramural sport during the academic year in which they are so listed.
  - b. Ineligibility infractions will result in a loss for each game played with the ineligible player, and the team will be ineligible for the playoffs.**
4. Club Sport athletes are welcomed and encouraged to participate in Emory University Intramural Sports. Intramural teams comprised of Club Sport athletes are subject to roster limits in the same or related intramural sport. For team sports in which the required number of players is four or less, the maximum number of club players permitted on the team's roster shall be one. A maximum of two club players may appear on the team's roster for sports with more than four required players. **A player is deemed a club member if they appear on the My.Recwell (Fusion) club roster.**

## Registration Fee:

An Intramural Play Pass is required to participate in all sports. Individuals will need to purchase a Play Pass before they can join a team in IM Leagues.

**Play passes are \$7 per semester for Undergraduate and Graduate Students, and \$10 per semester for Faculty, Staff, and Plus One members.**

1. Log in to [my.recwell.emory.edu](http://my.recwell.emory.edu) and click the "Memberships" icon  
*\*You will only be able to see this option if you are eligible for Intramural Sports\**
2. Select "Play Pass," select the correct semester, and then click "Add to Cart"
3. Select checkout and enter your payment information.
3. Once you have purchased a Play Pass, your IM Leagues suspension will be removed, and you will be able to create or join a team.

## Captain's Responsibilities

Each team must have a captain responsible for the coordination between players and the Intramural Sports program. All communication will be from IM Leagues or [intramurals@emory.edu](mailto:intramurals@emory.edu) directly to Emory Email accounts. Duties include:

1. Creating team, selecting a team name and color, and registering for a division to play in.
2. Confirm eligibility of all team members.
3. Inform team members of all required information and deadlines to register.
4. Complete the online captain's meeting and quiz at the beginning of each season.
5. Check the online team schedule and notify team members of all scheduled games: date, location, and time.
6. Select playoff bracket position.
7. Have their team checked in and ready to play before their scheduled game time.
8. Familiarizing self and team with Intramural Sports policies as well as rules of the sport.
9. Notify [intramurals@emory.edu](mailto:intramurals@emory.edu) by 3:00pm on the day of their contest (5:00pm on Friday for Sunday divisions) whenever their team must default a contest.
10. In the event of incidents, be helpful in providing information.

## Online Registration

1. All participants must individually register online with IMLeagues prior to participating. All directions for registration can be found on Emory's Recreation and Wellness website. Additionally, participants must agree to the Recreation and Wellness waiver included in the online the first time they log into [my.recwell.emory.edu](http://my.recwell.emory.edu).
2. Captains must sign up their team online using IMLeagues during the registration period listed on the Emory University Intramural Sports website.
3. Participants can join an already established team or sign up as a free agent through IMLeagues. Captains can invite individuals via email to be on the team's roster.

## Creating a Team

Once you have a play pass, you can create and join a team.

1. Select the Intramurals icon and Log into IM Leagues.

Upon your first time logging in, you will need to verify your contact information.

2. On the top left of the page, click "Emory University" to be taken to the home page. This will show all the offerings for the semester, including registration periods and season start dates.

5. Once you have identified the sport you want to sign up for, click on the correct league (single gender, open, etc.).
6. Select the division you wish to play in for the regular season.
7. Click "Create Team" and you will be listed as the captain.
8. **To join an existing team**, follow steps 1-4, but select the team that you wish to participate on, and click "join roster" on the team page.

## Free Agent Policy

Individuals without a team can sign up as a Free Agent in a specific sports league. Free Agents still need to purchase a Play Pass to be eligible for intramural sports.

Free Agents will be visible to all members of the site and can request to join teams or post information about yourself so teams can request to add you to their team. Team captains have access to view free agents after they have created their team if they are looking for additional players. Once a Free Agent is on a team's roster, they are part of that team and are not eligible to participate as a member of another team.

Recreation and Wellness staff will attempt to develop teams entirely comprised of free agent participants if there is enough interest. Leading up to the season, RecWell staff will help manage the teams, including but not limited to; member introductions, game time selection, team communication and playoff draft selection. Please note that signing up as a free agent does not guarantee a spot on any team.

## Rosters

1. **Roster Minimum:** Rosters must show the minimum number of participants required for each sport. Certain leagues and sports may define this further. To be scheduled for games, the team's roster must be completed by the end of the registration period. If the minimum roster number and team composition is not met by the end of the registration period, you will be removed from the division.
2. **One Team per League:** Within any given sport, participants can participate on one team per league they are eligible for.
  - a. For example, someone who is a member of a Fraternity may participate on one Open Competitive team, one Open Recreation team, and one Fraternity team within the same sport.
3. **Changing Teams:** Participants may change teams during the regular season; however, once a player competes for a team they must play for that team throughout the season. The deadline to switch teams will be 5pm the first Friday of the regular season. Players should email the Intramural & Club Sports Coordinator if interested in changing teams.

4. **Adding/Removing Players:** Participants may be added to a team's roster throughout the regular season so long as they have not competed on another team. All rosters will be frozen at the end of the regular season. Players cannot be added during the playoffs. All player additions and removals can be done online through IMLeagues.
  - a. Players MUST appear on the team's IMLeagues roster prior to participation in the game.
5. **Coaches/Team Managers:** Intramural sports does not recognize coaches or team managers. Any individual claiming to be a coach or a team manager is expected to follow the conduct expected of fans or rostered participants. Self-proclaimed coaches and team managers are not authorized to officially or unofficially protest a referee's call, call timeouts, or interfere in any capacity with the official or supervisor's focus. Individuals found to be disrupting the game may be ejected from the game and asked to leave the site.

### Team Name Disclaimer

Recreation and Wellness Staff reserves the right to alter any team name or logo judged to be obscene, derogatory, vulgar, offensive, contains profanity or is not within the spirit of good sporting conduct.

1. Inappropriate team names will be changed to "Team + Captain's Name" (e.g. Team John Doe). Captains can request a team name change that will be reviewed by RecWell Staff
2. If two teams have the same name within the sport, both team names will be changed to "Team + Captain's Name". Captains can request a team name change that will be reviewed by RecWell Staff.

Team names accepted in previous seasons are not guaranteed future approval.

### League Descriptions

**Men's** - This league is intended for Emory University community members who identify as men. If offered, this league's regular season will accumulate in a playoff bracket.

**Mixed Gender** - Each team must have at least two players **in play** who identify with a different gender than at least two other players (this minimum number could vary per sport). The gender a player identifies with is considered their gender. There are required gender ratios to compose a team and NO rule variations depending on the sport. If offered, this league's regular season will accumulate in a playoff bracket.

**Fraternity**- This league is intended for Emory University undergraduate students who are actively members of university recognized fraternities. Interfraternity Council, Multi-Cultural Greek Council, and National Pan-Hellenic Council organizations are eligible to create teams. If offered, this league's regular season will accumulate in a playoff bracket.

- Team captains for Fraternity league teams are responsible for monitoring their team's roster and ensuring compliance with the above requirements.
- Team names must be reflective of the fraternal organization the team is affiliated with.

**Grad/Fac/Staff**- This league is intended for Emory University graduate students, faculty, and staff members. This league is ALWAYS an Open format meaning there are no gender requirements for competition. If offered, this league's regular season will accumulate in a playoff bracket.

**Open Competitive** – This league is designed with an emphasis on healthy competition. **There are no gender requirements for this league**, and no rule modifications are made. No rule modifications are made. This league will have a 3-week regular season that accumulates into a playoff bracket.

**Open Recreation-** This league is designed with an emphasis on learning, development, and fun. **There are no gender requirements for this league**, and no rule modifications are made. This league will have a 4–6-week regular season (sport dependent) with no playoff bracket. **\*\*Participants in this league do not receive a championship shirt at the end of the season\*\***

**Women’s** – This league is intended for Emory University community members who identify as women. If offered, this league’s regular season may accumulate into a playoff bracket

### **Divisions Explanation and Scheduling**

Each league will be separated into various divisions based on game time and day of the week. In most circumstances all **regular season games** will be played on the same day and at the same time (ex: A1 – Monday @ 7:00pm). Some divisions may have two times listed, such as “Tuesday 6/6:30”. If this is the case, your games could be scheduled for 6pm or 6:30pm on a given week during the regular season.

To get in a division based on your team’s availability, captains are encouraged to sign their teams up at the start of the online registration period. Spots in each division are first come first serve. IM leagues will have the most up-to-date schedule regarding game times.

Championship games for all leagues in a sport are often scheduled on the same day to enhance the experience, even if it doesn't match the division's usual schedule. These dates are communicated well in advance for teams to prepare.

***Scheduling is primarily done with the Emory College academic calendar in mind.*** In some instances, other schedules are considered; however, the bulk of the game schedule revolves around Emory College breaks.

### **Pre-Game Sign In**

Team captains are encouraged to have their team at the game site at least 15 minutes prior to game time. This gives the team ample time to check in and warm up prior to the start of their game. Failure to sign in before the game’s start time will result in a forfeit.

### **Proper Attire**

All players must wear athletic attire, including closed-toed shoes. Metal cleats are never allowed. **Individual sports rules will specify proper attire for play.** Participants are strongly encouraged and advised not to wear jewelry including watches, bracelets, necklaces, earrings, and various body rings. If a participant chooses to wear jewelry, Intramural Sports recommends taping or covering the item to mitigate the risk of injury. Participants are encouraged to contact the intramural office before the season starts if they have questions about proper attire.

Teams must wear the same-colored shirts/jerseys. Pinnies will be provided when both teams wear the same color. At the time of team registration, a captain will select their team’s color.

### **Regular Season**

The regular season of all major sports will consist of round-robin play within each team’s division. The minimum number of games a team receives will depend on the number of teams within its division. Typically, teams in the Open

Competitive league will have at least 3 regular season games. For some sport leagues, mercy rules will be in place. **We cannot guarantee games due to weather and other unforeseen circumstances.**

### **Playoffs**

For leagues with playoff brackets, the top two teams in each division will qualify for the playoffs in all major sports. Additional “wildcard” spots or special scenarios will be available depending on the number of teams in the league. Tiebreaker format will determine the wildcard spot(s). Playoff games could be played on different days and times from a team’s regular season schedule. A playoff email will be sent before the playoffs starts when teams can view their game schedule. In some scenarios, depending on format or number of registered teams, all teams will make the playoffs.

### **Awards**

Championship Shirts will be administered to the winning teams after the playoff tournament. Individuals may only receive a shirt if they are on the roster of the winning team AND have checked in to participate in at least one game during the season. All rosters will be frozen at the end of the regular season, meaning no additional players may be added during playoffs. All player additions and removals can be done online through IM Leagues.

### **Schedule and Postponements**

Games are played, regardless of rain or snow, unless unsafe weather conditions present themselves. Games cancelled due to poor weather or poor field conditions will not be rescheduled. Playoff games cancelled due to poor weather conditions will be rescheduled time permitting. If a playoff game cannot be rescheduled due to time and weather constraints, the team with the best record based on win-loss percentage and points scored will advance.

### **Tie-Breaker Format**

The following format will be used if teams have the same winning percentage at the end of the regular season:

1. Head-to-Head
2. Sporting conduct Rating
3. Point Differential
4. Points Against

A team that receives a forfeit loss during the regular season will automatically be moved to the lowest possible position when determining playoff selection.

In the event three teams have the same win-loss record, and head-to-head is not applicable, sporting conduct rating will be the first factor used to determine playoff selection.

### **Forfeits and Defaults**

1. **Game Time/Forfeits:** Once the Intramural Supervisor declares a game a forfeit there will be no change of that outcome. The team captain should report to the Intramural Supervisor at least 15 minutes before the contest. **Below is the Intramural Sports forfeit policy:**

- GAME TIME IS FORFEIT TIME! This means that if your team is not checked-in and ready to begin a game at the scheduled time, this is considered a forfeit.
- If there are not enough participants present to begin the game, the team with the required number of players will be able to choose to give the opposing team a 10-minute grace period to allow for the minimum number of required participants to arrive.



- The game clock will start, and the teams will be given ten minutes to make it to the game. If they arrive before the ten-minute grace period ends, the game will begin after all players have checked in with all the remaining time left on the clock. If they do not arrive, a forfeit will be assessed.
- If a team forfeits any time during the season, **that team will be automatically out of the playoffs**. If a team forfeits **twice**, they will be out of the league. It will be very important for teams to **default** a game if they know they can't play.

The minimum number of players to avoid a forfeit for each major sport is listed below:

- 4v4 Flag Football – 3
- Soccer – 7
- Basketball – 4
- Kickball - 6
- Volleyball (Indoor) – 4
- Volleyball (Sand) - 2
- Softball – 8

**Defaults:** A cancellation is considered a **default** if the Intramural sports office is notified of that team's inability to make the game no later than **3:00 pm the day of the game for a weekday game, and 5:00 pm Friday for weekend games**. Team captains must contact [intramurals@emory.edu](mailto:intramurals@emory.edu) to submit the default. The game is recorded as a loss, but no further action takes place. Teams are permitted one default per sport. **A second default will be recorded as a forfeit; thus, the team is dropped from the playoffs!**

### Sporting conduct

Emory University Intramural Sports stresses participants and spectators must always display good sporting conduct. The department will not tolerate physical or verbal abuse of opponents or officials, unsporting conduct or any other inappropriate behavior, before, during or following a game or event.

Any player or spectator who acts in a manner not showing good sporting conduct shall be penalized with an unsporting conduct penalty (i.e. technical foul, yellow/red card, etc.) and potentially an ejection from the current game and future contests. The official(s) and supervisor(s) shall have the authority to warn, penalize, or disqualify any player, coach, or spectator for violations of sporting conduct including but not limited to:

- Disrespectfully addressing an official or IM staff member
- Questioning the official's judgment or decisions
- Demonstratively showing disgust with official's decisions
- Using profane or insulting language or gestures
- Baiting or taunting players of the opposing team
- Disrupting the game so that it may not be continued in an orderly fashion

***\*\*Captains are responsible for the actions of their team members AND SPECTATORS\*\****

### Sporting conduct Rating System

Intramural officials and supervisors will give sporting conduct 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 the playoffs they must have the required win-loss record, less than two forfeits and a "3" or better average sporting conduct rating during regular season play.**

Sporting conduct ratings will be graded on a 4 to 0 scale based on the following criteria:

**Rating 4:**

- Team members cooperate with and demonstrate good sporting conduct toward teammates, opponents, and all members of the Intramural Sports staff.
- Team captains exhibit control over their teammates and spectators; they converse calmly and rationally with officials regarding the interpretation of calls.
- Team members demonstrate proper respect for all equipment and the facility.
- Team members honor the spirit and intent of the intramural sport game rules and/or program policies.
- Team members accept judgment decisions made by the officials during the contest.
- The minimum number of team members needed to start the contest is present, checked in, and ready to play prior to game time. Teams who do not meet this standard are ineligible to receive a 4.0 rating

**Rating 3: Teams begin at this level, and if no positive or negative actions occur, the team will receive this score.**

- Team members show good conduct for most of the contest.
- Team members verbally complain about some decisions made by officials and/or show **minor** dissension which does not merit a technical foul/unsporting conduct penalty.
  - Some examples of minor dissension include politely questioning a call but accepting the official's answer, asking for clarification about a rule or adjudication, or small/short outbursts that do not affect the game or are not perceived as disruptive by Intramural Sports staff.
- Team members do not show aggressive dissent toward the Intramural Sports staff or the opposing team.

**Rating 2: Teams that receive one or more unsporting conduct penalty may receive no higher than a "2" rating.**

- Team shows verbal dissent toward officials and/or the opposing team which may or may not result in a technical foul/unsporting conduct penalty.
- Team captain demonstrates minor control over teammates/spectators and/or does not actively promote good sporting conduct.
- At game time, the team is not able to produce the minimum number of participants, resulting in a forfeit. The opposing team will automatically receive a 3.0 rating in this situation.

**Rating 1:**

- Team members continuously show dissent toward staff/opponents or use abusive/inappropriate language toward staff/opponents.
- Team members are continuously "trash talking" opponents and/or intimidating staff/opponents or playing dangerously/maliciously.
- The team captain is unresponsive and uncooperative in helping staff members to control teammates.
- Teams that have a player or spectator ejected may not receive higher than a 1.0 rating.

**Rating 0:**

- Threatening/making physical contact in an aggressive manner toward staff/opponents.
- Team members are out of control, intoxicated/under the influence of alcohol and/or drugs, or show a complete disregard for authority.
- Team captain shows no control over the actions of their teammates.
- Multiple players are ejected from the contest.
- A team member misrepresents him/herself by using another student's ID card. F. Team members damage/attempt to damage equipment or the facility.
- Any team whose member(s) take part in a fight, instigates a fight, or throws a punch (whether connected or not) will receive a 0.0 and those individual players will be indefinitely suspended from all Intramural Sports events. Those members must meet with the Intramural Sports Professional Staff Members before they can resume participation in any intramural sports event.

Any team that receives 0.0 is subject to disqualification from participation for the remainder of that sport and possibly the semester or academic year. All players on a team receiving a 0.0 may be put on probation or suspended indefinitely and may be subject to further sanctions through Student Conduct.

**\*\*A team that receives lower than a "2" in a playoff game will automatically be eliminated\*\***

### **Ejections**

Any player/spectator ejected from a game will be escorted out of the facility. If the ejected player does not leave the premises promptly, their team will forfeit the game and further escalation may occur.

All player/spectator ejections will result in the associated team receiving at most a 1 sporting conduct rating for that game and is suspended INDEFINITELY from all intramural activities. They must meet with Intramural & Club Sport Professional Staff and at that meeting additional sanctions and suspensions may be imposed. If the ejected individual fails to meet, they are suspended from all intramural activities until a meeting is set.

**Captains are responsible for providing names of ejected individuals. Falsification of names will result in additional suspensions for that team, player, and captain.**

### **Sanctions for Student Organizations**

Continual unsporting conduct from individual student organizations (i.e. clubs, fraternities, sororities) can negatively affect the entire organization. Probation and various suspensions will be implemented against entire organization and its members for severe and/or continual sporting conduct infractions. In these instances, the Emory Conduct Council, and the Office of Fraternity and Sorority Life may be involved.

### **Injuries**

The intramural staff will do everything possible to provide suitable and safe playing facilities with supervision. At least one intramural staff member on duty will be certified in CPR/AED. In an instance of serious injury, Emergency Services will be called for further direction and care. Injuries may require documentation via an injury report form, completed by a supervisor. If an injured individual denies care they may still be asked to sign an injury report form to acknowledge their refusal of care.

### **Bleeding/Blood on Uniforms**

A player that is bleeding must leave the game immediately. The bleeding must be stopped, and the wound securely covered with a bandage before the player may re-enter the game. Clothing soiled with blood must be removed and may not be taped over.

### **Alcohol**

Alcohol is **NOT** allowed at any intramural activity or contest. If alcoholic beverages are observed, it is an automatic forfeit for that team. Participants and/or spectators assumed to be under the influence of alcohol or other substances will be asked to leave the facility. **Tailgating is NOT allowed.**

### **Animals/Pets**

Pets are not permitted at Kaminsky Park or any Emory University athletic facility.

### **Equipment Check Out**

Various pieces of sports equipment will be available for participants to check out or play with during their intramural contest. An Emory University or Government Issued ID must be used to checkout intramural equipment. It is the responsibility of the individual who checks out the equipment to return it undamaged.

**Individuals will be charged face value for any equipment unreturned or damaged.**

Participants should sign in before their game time. Having an ID at the equipment room does not excuse participants from checking in with the IM Supervisor.

### **What to do in the event of inclement weather**

Rainout/Cancellation decisions are made no earlier than 3:00 pm on game day unless extenuating circumstances exist. Team captains will be contacted via IM Leagues Message Center alerts regarding any game cancellations. The Intramural Sports office will NEVER call or text you with this information. NO rescheduling of regular season games will take place. Check specific sport rules for games cancelled while in progress. Supervisors on-site will ensure the safety of participants by clearing the field of play if necessary.