

2023-2024



INTRAMURAL SPORTS HANDBOOK





Table of Contents

<i>Intramural Sports Overview</i>	4
Our Mission	4
Our Vision.....	4
Values	4
Purpose of the Handbook.....	4
Competitive Sports Staff	5
Contact Information.....	5
<i>Eligibility</i>	6
Membership Requirements	6
George Mason – NOVA ADVANCE Program.....	6
Participants Under 18 Years of Age.....	7
George Mason University Non-Discrimination Policy.....	7
League Eligibility	7
Intercollegiate Athletes (NCAA)	8
Professional Athletes	8
Club Sport Athletes	8
Greek Organization Athletes	8
Gender Identification Policy	9
<i>ID Policy</i>	9
<i>Captain's Responsibilities</i>	10
<i>Assumption of Risk</i>	11
Health Insurance and Physicals.....	11
<i>Injuries and Liability</i>	11
Blood-Borne Pathogens.....	12
Athletic Trainers	12
Concussion Policy.....	12
Academic Accommodations	13
<i>Alcohol, Tobacco, and Drugs</i>	13
<i>Equipment and Jewelry</i>	13
Required Equipment	13



Jewelry & Equipment	14
Registration and Scheduling	14
Participant Responsibilities	14
Participant Quiz	15
Registration - IMLeagues.....	15
Team Names.....	16
League Structure.....	16
Scheduling & Playoffs.....	17
Forfeits, Defaults, and Extra Games	17
Default	17
Forfeit Buy-Back Fees.....	18
5-Minute Rule.....	19
Extra Games	19
Roster Information	20
Regular Season	20
League Playoffs.....	20
Tournaments	20
Postseason Scheduling	20
Sportsmanship and Spectators.....	21
Definitions	22
Code of Student Conduct.....	22
Special Game Situations	22
Ejected Players/Teams	23
Individual Sportsmanship – Discipline.....	23
Protests.....	27
Inclement Weather.....	28
Lost and Found	29
Photo/Video and Media Passes	29
Championship T-Shirts and Photos	29
Employment Opportunities.....	29



INTRAMURAL SPORTS OVERVIEW

The Intramural Sports program is designed for the enjoyment and fun of organized sport and to contribute to the overall well-being of the George Mason University community. Good sportsmanship is a requirement, not an option. Intramural Sports offers team sports, individual/dual sports, educational programs, and nontraditional intramural programming at both the recreational and competitive levels. Previous athletic experience is not a prerequisite for participation in Intramural programming. This handbook outlines the policies and procedures that will guide the success of the Intramural program and its participants. Mason Recreation reserves the right to amend, alter, or dissolve any of the guidelines or rules to benefit the program.

Our Mission

Mason Recreation inspires an inclusive atmosphere that fosters lifelong well-being for the University's diverse students and community through active experiences, education, and engagement.

Our Vision

We the Patriots unite in an active journey toward well-being.

Values

- Development – We are fully committed to developing our students in the areas of well-being, leadership, and collaboration.
- Diversity – We embrace a university community that is among the most diverse campuses in the United States and appreciate and respect the enriching, team-winning power of that diversity.
- Fun – We take fun seriously! Fun drives an active lifestyle and boosts our creativity and well-being. Fun fits into everything we do at Mason Recreation.
- Inclusion – We welcome students, faculty, staff, and community members of all backgrounds and abilities. Everyone should find a safe, accessible place to stay active and healthy at Mason Recreation.
- Respect – We believe in a community of respect. We respect people as individuals, hear out others' perspectives, and stay true to commitments. We play hard, and we shake hands at the end of the game.

Purpose of the Handbook

The purpose of this handbook is to establish policies and procedures that govern participation in Intramural Sports. Please note that it is the responsibility of each team/participant to know and understand these policies and procedures. The Intramural Sports staff reserves the right to



modify these rules at any time as deemed necessary. If you have any questions, comments, or suggestions concerning rules or the program itself please contact our staff.

Participation in all activities and programs sponsored by the Mason Recreation, regardless of location, is voluntary on behalf of all participants. Participants acknowledge and agree that the George Mason University and Mason Recreation does not provide insurance for any of its activities and shall not be liable for any injuries that occur at any of these locations or any of its programs

Competitive Sports Staff



Paul Bazzano III – Assistant Director of Competitive Sports, Camps, and Athletic Training
pbazzano@gmu.edu | 703-993-3291



Colin Peacock – Coordinator of Competitive Sports, Camps, and Special Events
cpeacoc@gmu.edu | 703-993-5656



Vacant – Coordinator of Competitive Sports, Camps, and Special Events

Competitive Sports Program Assistants

imsports@gmu.edu | 703-993-4681

Curtis Brooks | Alexis Schwarting | Jayden Fahl | De'Elia Paul

Contact Information

Location: Recreation and Athletic Complex (RAC)

Office Hours: Monday-Friday; 9:00am-5:00pm

Email: imsports@gmu.edu

Office: 703-993-5323

Website: <https://imsports.gmu.edu>

Mailing Address:

Attention: Intramural Sports
George Mason University – RAC
4400 University Dr, MS 1G6
Fairfax, VA 22030

Indoor Facility Guidelines

- Clean, close-toed, close-heel athletic shoes with non-marking soles are required in all activity areas.
- Personal belongings (including all bags and skateboards) are not permitted in hallways, lobbies, or activity areas. Lockers are available for storage of all items.
- Food and gum are prohibited. Drinks must be kept in a closed container.



Outdoor Facility Guidelines

- Animals are not permitted on fields except for service animals.
- Bikes are not permitted on fields and must be locked up on designated bike racks only.
- All cars, trucks, motorcycles, and mopeds must park in designated spaces and are prohibited on the field.
- Mason Recreation is not responsible for lost, stolen, or damaged items. Lockers are available for storage for all items.

Facility Closures

Mason Recreation outdoor facilities close when weather renders field conditions unplayable. During this time, we ask that all participants cooperate by following the posted signs and not play on closed fields. Damage that is done to the activity space impacts not only your team but the entire Competitive Sports program and the campus community.

ELIGIBILITY

Intramural Sports attempts to offer all services and programs free of charge, however there are some special events that require a minimal cost to the participant.

Membership Requirements

- **Full-Time Students** - no membership fee required
 - Undergraduate (12 or more credit hours)
 - Graduate: (9 or more credit hours)
- **Part-Time Students** - all part-time students must purchase a Mason Recreation membership prior to registration
- **Faculty & Staff** - must purchase a Mason Recreation membership
- **ADVANCE Students** - must purchase a part-time student Mason Recreation membership

Mason Recreation Membership Information:

<https://recreation.gmu.edu/memberships/>

George Mason – NOVA ADVANCE Program

Students that are enrolled at Northern Virginia Community College and have been accepted into the ADVANCE program are eligible to participate in intramural sports. Students enrolled in the ADVANCE program must also purchase a Mason Recreation membership and complete all pre-participation requirements.

For more information about the ADVANCE program, please use the link below:

<https://www2.gmu.edu/admissions-aid/nova-advance>



Participants Under 18 Years of Age

Students under 18 years of age wishing to participate in intramural sports must email the Competitive Sports office to obtain an assumption of risk form before registering. The participant and their parent/legal guardian must sign the assumption of risk form prior to participation in intramural sports.

George Mason University Non-Discrimination Policy

University Policy Number 1201

I. SCOPE

This policy applies to all George Mason University faculty, staff, students, university contractors, and visitors.

II. POLICY STATEMENT

George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information. George Mason University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

The University is dedicated to ensuring access, fairness and equity for minorities, women, individuals with disabilities, and veterans (as covered by law) in its educational programs, related activities and employment. George Mason University shall thus maintain a continuing affirmative action program to identify and eliminate discriminatory practices in every phase of university operation.

Any employee who becomes aware of sexual harassment or other potentially discriminatory behavior must contact Compliance, Diversity, and Ethics.

Retaliation against an individual who has raised claims of illegal discrimination or has cooperated with an investigation of such claims is prohibited.

League Eligibility

Participants may only participate on one single-gender league team or one open-gender league team, and one Co-Rec league team (if offered) in the same sport. Individual and dual sport participants may participate in Men's/Women's Singles, Men's/Women's Doubles, and Mixed Doubles leagues in the same sport.

If a league name does not specify Competitive or Recreational, it is a competitive league and will include playoffs. Examples:



- A male participant, who is a member of a fraternity, may participate on one Fraternity team and one Co-Rec team in the same sport. He cannot participate on both a Fraternity team and a Men's team in the same sport.
- A female participant may participate on three different individual/dual Intramural Sports teams; Women's Singles, Women's Doubles, and Mixed Doubles.

Intercollegiate Athletes (NCAA)

Intercollegiate athletes are not eligible to participate in their respective or alike intramural sport or activity until the start of the next academic year (August) following their completion of all activities for the Department of Athletics. After the period has passed, former intercollegiate athletes must participate at the highest level of competition offered in their respective sport.

Professional Athletes

Professional athletes, current or former, may not participate in their respective or alike sport, activity or event. A professional athlete is defined as a person who has been paid to participate in a sport, under contract with a professional team, included on a professional team roster, practiced with a professional team and/or compensated for trying out for a team.

Club Sport Athletes

A Club Sports member is defined as one who has met one of the following qualifications:

- Practiced or played
- Paid membership dues
- Traveled on a club trip
- And/or appears on the club's roster

Any player who starts their respective season as a club member and quits, or is removed from the team, for any reason will still be considered a club member for the remainder of the academic year.

Club sport athletes are permitted to play a "like" intramural sport (i.e. a club soccer player may play on an intramural soccer team). Intramural teams are limited to 2 "like" club sport athletes on their team.

Greek Organization Athletes

Fraternity/Sorority leagues are designed for participants that are active members of campus organizations within the Interfraternity Council, Panhellenic Association, Multicultural Greek Council or National Pan-Hellenic Council.

Students representing Greek organizations in intramural competition must be current members of the organization. Potential new members are not considered current members of those organizations until the conclusion of the official recruitment period for each semester.



Gender Identification Policy

We welcome the diverse community that is George Mason University. The Intramural Sports program will follow the NIRSA Championship Series' gender identity policy and expects participation to be based on one's self-identified gender and that it is done in good faith and is consistent with a player's expressed gender identity. A participant's gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec divisions. *Transgender individuals may play on the team that best matches their gender identity.*

- Participants should verify the gender indicated on the roster is based on the participant's self-identification and expressed gender identity, not purely on the sex indicated in official school records.
- Player eligibility will be based on the gender listed on their IMLeagues profile.
 - Participants that need to change the gender listed on their IMLeagues profile to match their expressed gender identity will need to contact the Competitive Sports staff (imsports@gmu.edu)
- The Intramural Sports program 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 of time.

Participants are encouraged to communicate their gender identity with Competitive Sports staff prior to the start of the season if there is a discrepancy with the gender indicated on the roster. Should the player not feel comfortable working with our staff, the individual can contact LGBTQ Resources (703-993-2702) at least three business days prior to the start of the season.

ID POLICY

The Intramural Sports Program at the George Mason University is partially funded through student fees and is open only to current University members (i.e. students, faculty, and staff and students enrolled in the NOVA Advance program). In order to ensure that only eligible members participate in intramural activities, all participants must bring their physical Mason ID, mobile Mason ID, or valid government issued photo ID to all activities. There are NO exceptions.

Any person who alters or intentionally mutilates a Mason ID card, uses a screenshot of a virtual Mason ID to sign-in, or who allows another to use his/her ID card will be suspended from all Intramural Sports activities. All suspended individuals will need to meet with the Assistant Director and/or Coordinator of Competitive Sports for reinstatement.

An ID card is subject to confiscation by an agent of the University when acting in the performance of his or her duty if:



- The ID card is in the possession of an individual other than the person to whom the ID was issued,
- The ID card is presented by the person to who it was issued but it is not valid for the current term of registration, and the individual uses the ID in an attempt to access University services for duly registered students.

Fraudulent Acts – Any individual or team who uses an illegal player during any time will forfeit all contests in which the ineligible individual participated, regardless of the outcome. Some examples of fraudulent acts include but are not limited to:

- Misrepresentation of a score
- Playing while ineligible or suspended
- Participation under an assumed name
- Playing on more teams than permitted
- Violating any eligibility rules

The offending individual, team captain and/or representative must meet with the Assistant Director and/or Coordinator of Competitive Sports for disciplinary actions and reinstatement.

CAPTAIN'S RESPONSIBILITIES

When registering a team for Intramural Sports, a captain must be designated. This person will be the main contact between the Competitive Sports office and the team.

Responsibilities of the Team Captain:

- Check IMLeagues regularly and notify team members of game times, locations, sport rules, and announcements
- Verify the eligibility of each team member on the official IMLeagues roster and the eligibility of team members signing up at the game site
- Notify Competitive Sports staff of any incorrect information listed on IMLeagues before the team's next game
- Ensure all team members meet the Intramural Sports eligibility guidelines and bring a valid Mason ID (physical or mobile) or government-issued photo ID to check-in to every game (Mason ID is required to access the RAC and Field House)
- Notify team members regarding guidelines on jewelry and illegal equipment
- Notify team members when scheduled games are canceled due to weather or field conditions
- Serve as the team's liaison with game officials and communicate any information provided by the Competitive Sports office via email, IMLeagues message, or phone call
- Ensure all team members show good sportsmanship and refrain from displaying unsportsmanlike conduct
- Communicate in a timely manner when contacted by Competitive Sports staff



- Submit payment for forfeit buy-back fees
- Follow postseason procedures to select a spot in the playoff bracket (if applicable)

ASSUMPTION OF RISK

This statement indicates that participation in any University Recreation programs include and involve RISKS, HAZARDS, and PHYSICAL STRESSES that a participant will be exposed to through sports activity.

Individuals who choose to participate in Mason Recreation activities do so at their own risk. George Mason University and Mason recreation does not provide insurance and is not responsible for any injury that may occur to individuals participating in Mason Recreation activities. Participation is voluntary.

Prior to participation, all Intramural participants must review, agree to, and sign (electronically) the assumption of risk form. This form acknowledges the risk inherent in intramural sports and waives George Mason University from injuries that may occur during Intramural competition.

The Competitive Sports staff reserves the right to implement and enforce emergency and risk management policies and procedures relative to the program to ensure the safety of participants, staff, and spectators. Participants and spectators agree to assume any financial costs that may result of or arising from intramural participation. This financial responsibility extends to any equipment or facilities owned by Mason Recreation that are damaged outside of the scope of play.

Health Insurance and Physicals

It is highly recommended that all participants in the Mason Recreation – Intramural Sports program have a physical exam completed by a qualified health care professional prior to participation.

INJURIES AND LIABILITY

Participants are required to report all injuries to the Competitive Sports staff immediately. The staff will complete an Accident Report, provide care within their training, and recommend further care if required (EMS).

The Competitive Sports staff has the right to prevent any participant from continued participation when the staff judges that continued participation may put the individual's safety at risk.



Blood-Borne Pathogens

Participants that are bleeding will be removed from play immediately. If blood is found on a participant's clothing, regardless of whose blood it is, they will be removed until the contaminated clothing has been removed. Prior to any participant re-entering an activity, bleeding must be stopped and all cuts or open wounds must be covered. Participants will not be allowed to participate in any activity until all conditions stated above are met.

Athletic Trainers

Mason Recreation has established a partnership with INOVA Sports Medicine to provide licensed Athletic Trainers at Competitive Sports events. The service is designed to provide a safer environment for participants and to provide adequate care for injuries that may occur during competition.

Athletic Trainers may or may not be present at Intramural Sports activities. Participants injured during intramural participation may schedule a time to follow-up with an athletic trainer during regular office hours.

To view an updated Athletic Training Schedule, please go to the following website:

<https://recreation.gmu.edu/club-sports/athletic-training/>

To schedule an appointment outside of regular office hours, please email jtolson2@gmu.edu.

Concussion Policy

Any participant displaying concussion-like symptoms, as identified by the Intramural Sports staff or INOVA Sports Medicine, shall be removed from play immediately. Participants will not be allowed to participate until the participant has been cleared by a qualified medical professional. Participants may schedule a FREE follow-up evaluation with the Mason Recreation athletic trainer or stop in during office hours. All clearance documents must be submitted to the Head Athletic Trainer for Mason Recreation in room 1006 of the RAC.

Email: jtolson2@gmu.edu Phone: (703) 993-5322



Physical	Cognitive	Emotional	Sleep
<ul style="list-style-type: none">• Headache• Nausea/Vomiting• Fatigue• Dizziness• Balance Problems• Visual Problems• Sensitivity to Light• Sensitivity to Noise• Numbness/Tingling	<ul style="list-style-type: none">• Feeling "foggy"• Feeling slowed down• Difficulty Remembering• Difficulty Concentrating	<ul style="list-style-type: none">• Irritability• Anxious• Feeling More Emotional• Sadness• Nervousness• Rumination	<ul style="list-style-type: none">• Sleeping more• Sleeping less• Drowsiness• Trouble Falling Asleep

Academic Accommodations

Please be aware that suffering a concussion can temporarily affect academic performance. The Student Support and Advocacy Center is available to all students who may need accommodations following a concussion. They will work to connect the participant with other resources and advise participants of how to manage their condition in relation to school, and offer whatever support they can provide. The Student Support and Advocacy Center's phone number is 703-993-3686 and their email is ssac@gmu.edu.

ALCOHOL, TOBACCO, AND DRUGS

The possession or consumption of alcohol, drugs or tobacco is prohibited at any Mason Recreation activity. Any individual suspected of being under the influence will be asked to leave the facility. Each team is responsible for enforcing this policy with team members and spectators. Violators are subject to disciplinary action in accordance with university policy. Electronic cigarettes are prohibited from being used at any Mason Recreation activity.

EQUIPMENT AND JEWELRY

Required Equipment

Proper athletic equipment must be worn. Non-marking athletics shoes are required whenever participating at an Indoor facility. Shoes deemed unsafe by the officials will be prohibited. METAL CLEATS ARE NOT PERMITTED. Cleats must be molded plastic or rubber or must completely screw in to the bottom of shoe.



Game equipment will be provided for most events. Team participants can check out equipment from the RAC front desk for warm-up purposes.

Jewelry & Equipment

In the interest of safety for all of our participants, player equipment is monitored and limited. The Competitive Sports office, highly encourages participants to remove any jewelry prior to participation. Participants that choose to wear jewelry do so at their own risk.

The Competitive Sports staff reserves the right to remove a participant from play if they deem the jewelry to be unsafe to themselves or others. The safety of a piece may depend on the sport or activity being played. If a participant is concerned with the safety of a piece of jewelry, they should contact the Competitive Sports office for pre-approval of the jewelry. Examples of pieces of jewelry that would be deemed unsafe include but are not limited to the following:

- Hoop earrings
- Metal or rigid sunglasses
- Metal or Rigid watches
- Rigid/pointed jewelry which may cause harm to fellow participants, at the discretion of the Intramural staff
- Casts
- Hard, metal, or rigid braces
- Any non-closed toed or non-athletic shoes
- Khakis, jeans, cargo shorts/pants
- Septum, eyebrow, or tongue piercings Any items not listed are up to the discretion of the Competitive Sports staff. Medical and religious pieces may be worn but are encouraged to be taped down. It is also suggested that any new piercings or piercings that “cannot come out” be covered. Competitive Sports staff will not issue tape or band-aids for the purpose of covering jewelry. Necklaces worn must be tucked into the players shirt at all times. Each sport may have a specific penalty for the use of illegal equipment during games (technical foul, yellow card, unsportsmanlike conduct, etc). Competitive Sports staff and Intramural Participants are not responsible for any injuries or damage to jewelry as a result of participation.

REGISTRATION AND SCHEDULING

Participant Responsibilities

The Competitive Sports staff is proud to offer a variety of activities for the George Mason community. However, each person participating in an intramural activity assumes responsibilities as an individual participant. Participants are responsible for:



- Creating an account for the intramural online registration system, IMLeagues, at <https://connect.recreation.gmu.edu/IMLeague>
- Joining their team roster on IMLeagues before game time on the day of the event.
- Knowing their team's game time and location
- Signing the Assumption of Risk form prior to any participation
- Arriving at the site at least 15 minutes prior to the start of every contest to make sure that his or her name is properly documented and that any necessary equipment is checked out
- **Bringing a valid physical Mason ID, mobile Mason ID, or government issued photo ID to all intramural sport competitions. IDs are required at all intramural events and must be presented each time an individual participates in an event**
- Being familiar with all rules, schedules, policies, and procedures including the of the Intramural Sports program.
- Cooperating before, during, and after competition with the Competitive Sports staff on site

Participant Quiz

Each participant will be required to complete a quiz prior to joining a team online on IMLeagues. Participants will be prompted to complete the quiz prior to joining a team. Participants must score 100 percent on the quiz to join the team. All questions will come from the Intramural Sports Handbook and the specific rulebook of the sport/activity.

Registration - IMLeagues

All registration and results will take place through the registration website, www.imleagues.com. Minors must complete the Minor Participant Waiver prior to accessing IMLeagues.com. Complete and email this form to imsports@gmu.edu.

To create an IMLeagues account:

- Go to <https://connect.recreation.gmu.edu/IMLeague>
- Login using your NetID and password.
- Click on the IMLeagues banner.
- Enter any information that is not pre-filled and then click "complete".

How to sign up for an intramural sport:

- Log in to your account t <https://connect.recreation.gmu.edu/IMLeague> using your NetID and password.
- Click on the "Intramurals" link in the top let corner to view available leagues.
- The current sports are displayed toward the bottom of the screen. Click on the sport you wish to join.



- Choose the league you wish to play (i.e. Men's Competitive, Men's Recreational, Women, etc.).
- You can join the sport one of three ways:
 - Create a team (for team captains)
 1. Captains must accept team members' requests before they are on the team's roster.
 2. Division space is limited and is on a first come, first served basis. Teams must have the minimum number of players on their roster before their placement in the division is confirmed.
 3. Teams without the minimum number of players by the first day of regular season games will be removed from the league.
 - Join a team by:
 1. Finding the team and captain name on division page and requesting to join.
 2. Going to the captain's player card page, viewing his team, and requesting to join.
 3. Accepting a request from the captain to join his team.
 - Join as a Free Agent. Team captains can search for free agents and extend invitations to join their team.

Team Names

Competitive Sports staff reserves the right to change or alter any team name that is vulgar, offensive or in poor taste.

League Structure

Recreational Leagues: Leagues labeled "Recreational" are intended for individuals of average or beginner skill and/or ability. These leagues are designed for teams that have a primary objective of simply participating in an organized environment and having fun.

Competitive Leagues: Leagues labeled "Competitive" are intended for a higher level of skill and/or ability. Competitive Leagues are appropriate for teams where the majority of players have had prior experience playing that sport in an organized setting. Former Varsity athletes must play at this level in their related sport.

NOTE: If the type of league is not specified, it is a Competitive league.

Co-Rec Leagues: Leagues labeled "Co-Rec" are intended for those individuals that identify as male or female. These leagues have a gender ratio requirement that is determined on a sport-by-sport basis.

Open Leagues: Leagues labeled "Open" are designed for all individuals eligible to participate in intramural programming. These leagues have no gender ratio requirements.



Scheduling & Playoffs

The Intramural Sports program seeks to schedule around the dynamic student life but believes it is an integral part of the University experience. Normal programming hours are between 7:00pm - 11:30pm M-F and Sundays 12pm - 11:30pm.

To support the University experience, formal programming during major sporting events or other large University functions will be avoided when possible. Scheduling is determined by a variety of factors including the number of teams involved, the availability of facilities and the event's time frame. Depending on the type of activity, schedule formats may either be:

- Round robin format (pool play) followed by a single elimination tournament
- Single or Double elimination tournament.

Regular leagues usually consist of a 3-5 game regular season followed by a single elimination tournament. League schedules will be posted on the IMLeagues website. Any schedule changes or updates will be done through IMLeagues.com. It is the team's responsibility to check their IMLeagues team page and communicate with their teammates. The IMLeagues app can be downloaded for all iPhone and Android devices.

Teams that have 2 regular season wins will be guaranteed a spot in playoffs. Teams must average a 2.5 sportsmanship rating in the regular season to qualify for the playoffs. Playoffs brackets will consist of at least the top 50% of teams from an entire league (not a division). The Competitive Sports office reserves the right to change the format of any playoff bracket for any league.

Preseason Tournaments and Scrimmages

Preseason tournaments and scrimmages are designed to give teams warm up games before the start of the regular season. They are also designed to give student officials game experience for training prior to the season as well. Teams entering the pre-season tournament should understand that the games will be used for training purposes. Poor sportsmanship will not be tolerated. Games may be abbreviated on time or rules to accommodate training or schedule constraints.

FORFEITS, DEFAULTS, AND EXTRA GAMES

Default

Teams that know in advance that they will be unable to attend a scheduled game should "Default" their game by submitting a Default Notification Form to the Competitive Sports staff by 1:00pm the day of their scheduled game. For games scheduled for Saturday or Sunday, teams must complete this process by 1:00pm the Friday prior to their scheduled game.

Defaults will result in:

- Waived forfeit fine



- Opposing team will be notified
- Opposing team awarded the win
- Will receive a 3.0 sportsmanship rating.
- **A second default will be considered a forfeit and will result in the team being removed from the league.

Forfeit Buy-Back Fees

Forfeit Buy-Back fees are designed to stabilize our leagues, reduce the number of forfeits by holding team captains accountable for committing to participate in our program and recuperate wasted staffing funds used during forfeited contests. A person undertaking the role of team captain is assuming responsibility for that team and agrees to pay the forfeit fee if the team forfeits a contest. The captain will be notified of the charge and how to complete payment via email following the contest.

Teams will be removed from the league until the Forfeit-Buy Back fee is paid. The Forfeit-Buy Back fee must be paid by 1:00pm the day of their next scheduled game. If the game is on a Sunday, it must be paid by 1:00pm of the Friday prior to the game.

Any team or individual not ready to play a contest at the scheduled location and time shall forfeit the contest (5-minute rule applies – see below). Forfeit losses and fines may be assessed for the following reasons, but are not limited to:

- Use of "ineligible players"
- Non-appearance or late appearance for event
- Failure to have the minimum number of players in attendance at the scheduled game time
 - Minimum player numbers vary by sport. See sports rules for reference.
- Unsportsmanlike behavior
- Apparent use of alcohol/drugs
- Games canceled due to unsportsmanlike conduct
- Games canceled due to not following facility guidelines

All fees must be paid online. To pay your fee please:

- Go to <https://connect.recreation.gmu.edu/> and log in with your NetID and password.
- Click on the icon for "Forfeit Buy-Back Fee".
- Select which forfeit buy-back fee you will be paying (either team sport or individual/dual sport).
- Complete the required form and submit your online payment.

Forfeit Buy-Back Fee Breakdown



- 1 default = no fee
- 2 defaults = no fee, removal from league
- 1 forfeit = \$10 fee for individual/dual sports, \$35 fee for team sports and removal from league until fee is paid
- 1 forfeit & 2 defaults = removal from the league

5-Minute Rule

If one or both teams has fewer than the minimum number of players ready to participate at the scheduled game location and time, the 5-Minute Rule will come into effect: *Note: At least one (1) person from a team must be checked-in for this rule to apply. If no one is checked-in for a team, the game will be an automatic forfeit.

1. The game clock will start.
2. The captain/team that is not prepared to play with the minimum number of players will have 5 minutes to become ready to play.
3. If the 5-minute time limit expires and the team still does not have the minimum number of players, the game will be forfeited to the team that has the minimum number of players present.
4. If at any time, during the 5-minute limit, the team acquires the minimum number of players, the game will begin. The game clock will remain at the time that has passed and will continue in accordance with sport rules.

Extra Games

Extra games are an opportunity intended for teams to play in more games when their opponent can no longer make the originally scheduled game time. Extra games will only be scheduled if an opponent has defaulted and another team agrees to participate.

How to Join

At the close of registration, team captains will receive an email containing a link to submit availability for Extra Games. The more available your team is, the better the chance of gaining extra games becomes. Extra Games will be given to the available teams when we have a default submitted to the office by 1:00pm the day of the game (or 1:00pm on Friday for a Sunday game). Available teams will have until 3:45pm the day of the game (or 3:45pm on Friday for a Sunday game) to notify the office they would like to play in the open spot. Once a team has received an extra game opportunity, they move to the bottom of the availability list so that we can offer the most opportunities to all teams in a given division.

How do Extra Games Work?

A team has called in to Default their game within the required timeframe:



- This team gets the loss for the original game, and we will attempt to find a replacement for their opponent.
- The original opponent and the additional team now have an extra chance to gain an additional win by participating in the extra game.
- The score and sportsmanship ratings for both teams will count as a regularly scheduled game.
- Once a team has been selected for an extra game they are moved to the bottom of the list of eligible teams.

Participating in extra games helps teams gain an opportunity to advance into playoffs. Teams that win 2 games in a 3-week league guarantee themselves a spot in playoffs. Losing an extra game will not hurt your chances to make playoffs.

ROSTER INFORMATION

After playing/checking-in for one game with any team, a player may not transfer to another team in that league and sport.

Regular Season and Playoffs

Players may be added to the roster throughout the regular season for team sports. Individuals must be listed on a team's roster in order for them to be eligible to participate. Players may be added on-site at game times. **These players must still have a Mason ID (physical or mobile) or government issued photo ID to be added to the roster and check-in.** By checking-in on-site, the player is locking themselves onto the team's roster and they may not transfer to another team.

Tournaments

Player substitutions in individual, dual or team tournaments are not permitted after the first round of the tournament is played. Players may be added on-site at game times. **These players must still have a Mason ID (physical or mobile) or government issued photo ID to be added to the roster and check-in.** By checking-in on-site, the player is locking themselves onto the team's roster and they may not transfer to another team.

Postseason Scheduling

Following the regular season, a single elimination tournament bracket will be held for each league. The leagues will be restructured upon completion of the regular season. Teams can add players to their roster up until their first playoff game. If the regular season has ended, captains will need to email the Competitive Sports office to add a player to their roster.

NOTE: Games in the playoffs may not be at your regular times or days. The Competitive Sports office reserves the right to place a team in a higher division playoff bracket if that team displays



the capability to effectively compete in the competitive division. Playoff Seeding will be determined by:

1. Win-Loss Record (Win %)
2. Head to Head
3. Sportsmanship
4. Point Differential (Final)

SPORTSMANSHIP AND SPECTATORS

Competitive Sports expects all participants and spectators to conduct themselves in a sportsmanlike manner. Unsportsmanlike conduct or other inappropriate behavior occurring in Mason Recreation indoor or outdoor facilities before, during, or after intramural events will not be tolerated. Teams will be held accountable for the actions of their players (both participating and non-participating) and their fans. Officials and the Mason Recreation staff have the authority to impose and enforce penalties on teams, players and/or fans that have committed offenses. Penalties for post-game, playoff, and tournament play violations may be carried over into subsequent games and/or sport seasons.

The officials will rate each team in each contest. The authority of the officials' rating exists prior to, during, and following all contests to which that official is assigned, and extends to all persons on, at, or near the playing site. Sportsmanship ratings shall be marked on the score sheet. In all cases the Competitive Sports Supervisors and administrative staff may provide input, which may raise or lower the rating. Supervisors may amend the rating for inappropriate conduct or use of an ineligible player.

- 0 - Team is completely uncooperative and out of control before, during, or after a contest. The team captain exhibits poor or no control over themselves, the team, and/or the spectators. The team has multiple ejections or blatant unsportsmanlike conduct that endangers participants, fans, officials, or supervisors. Team fails to cooperate/comply with intramural sports administrative staff, university officials, or law enforcement while performing their duties; falsely represents or withholds any requested information.

****Teams that receive a "0" rating are subject to immediate dismissal from the league or tournament****

- 1 - Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. Majority of individuals on this team are disrespectful of opponents or officials on a regular basis. Teams that receive a second unacceptable rating ("1") in the same sport or activity are subject to immediate dismissal from league or tournament play.
- 2- Team members or spectators are disrespectful of opponents or officials on a number of occasions, which may or may not warrant a penalty. Captain exhibits minor control over



his/herself and his/her teammates and spectators. Teams receiving multiple warnings or having a player ejected for an unsportsmanlike act should receive no higher than a "2" rating.

- 3- Team members and spectators are respectful of opponents and officials except for one or two minor incidents, which may or may not merit a warning from the game officials or supervisor.
- 4- Players cooperate fully with the officials about rule interpretations and calls. The captain also has full control of his/her teammates. Team members and spectators were respectful of opponents and officials and encouraged each other's efforts. At no time was this team disrespectful towards participants or officials.

Definitions

- **Sportsmanship** is a display of fair play, respect for opponents and officials and polite behavior by someone who is competing in a sport or other competition.
- **Unsportsmanlike Conduct** is not being fair, respectful and polite towards other players, officials and staff.

Examples of Unsportsmanlike Conduct include but are not limited to:

- Refusal to comply or abide by the request or decision of a game official or other Competitive Sports staff member
- Disrespectfully addressing or objecting to a game official or other Sports Programs staff member's decision
- Using profane, taunting, insulting, or vulgar language or gestures
- Intentionally damaging or misusing game equipment

Code of Student Conduct

All students are expected to know and abide by the regulation and policies set forth by the Student Code of Conduct and are subject to disciplinary action by the University for any violation of this code. Mason Recreation reserves the right to refer any incidents involving substandard student conduct to the Office of Student Conduct.

Special Game Situations

- If a game did not begin due to weather, field conditions, or power, neither team will receive a sportsmanship rating for that game
- If a game has begun, a sportsmanship rating will be given based upon each team's actions
- A team winning by forfeit/default will receive a maximum 4.0 sportsmanship rating
- A team losing by default will receive a maximum 3.0 sportsmanship rating
- A team losing by forfeit for reasons other than sportsmanship will receive a maximum 1.0 sportsmanship rating



Ejected Players/Teams

Intramural Sports officials and Competitive Sports Supervisors reserve the right to eject anyone, any team or team representative at any time. The Competitive Sports Staff's decision is final. Any time an individual/team or team representative is removed from a contest or playing area an Ejection/Incident Report will be completed and placed on file with the Competitive Sports office. Participants, teams and/or team representatives who are removed from a contest as a result of unsportsmanlike conduct or disruptive behavior must leave the facility immediately. Failure to comply with this policy will result in the notification of Mason Police.

The player(s)/team will additionally be suspended from intramural sports until they schedule a meeting with the Assistant Director and/or the Coordinator of Competitive Sports. A meeting must be scheduled by the ejected player(s)/team by emailing imsports@gmu.edu. After this meeting the Assistant Director and/or Coordinator of Competitive Sports will make the final determination of eligibility in Intramural Sports. Participants that are suspended from play in a sport may also lose their Mason Recreation membership privileges. Teams that use players who are suspended will forfeit all games in which they used suspended players and may be subject to further suspension. Cases that are deemed too serious may be referred to the Office of Student Conduct.

Individual Sportsmanship – Discipline

Ejections & Suspensions

Competitive Sports reserves the right to eject any individual, team or spectator who displays conduct deemed unsportsmanlike, interrupts the flow of a game or does not stay within the spirit of the rules. Individuals, teams or spectators may be ejected before, during or after any contest. Ejections can be made by any Competitive Sports staff member.

Any ejected person(s) must leave the playing area and facility immediately. If the person refuses to leave within a reasonable time, the game will be defaulted. Captains/team members must assist the Competitive Sports staff with retrieving the ejected participant's identification (name).

Ejected players are ineligible to participate in all Intramural Sports activities until they meet with the Competitive Sports professional staff and any subsequent suspension has been served. The player must email the Competitive Sports professional staff and schedule an appointment to seek reinstatement.

Suspension Guidelines

Within two business days of the ejection, the ejected individual will be notified by the Competitive Sports office with further action to complete the reinstatement process. All ejections may result in suspension from Competitive Sports programming (Intramural and Club Sports) as well as access suspension from all Mason Recreation facilities. Suspension length will be determined by the severity of the offense. More severe cases of Unsportsmanlike Conduct



will be referred to the Office of Student Conduct or University Police. Suspension periods do not begin until after a suspension meeting.

The following guidelines provide a framework for the **minimum** suspension length an individual will receive for different types of offenses. Please understand that these are **guidelines** and the Assistant Director and Coordinators of Competitive Sports have the authority to deviate from and/or add to these guidelines as necessary when determining suspension length. Participating in any further intramural sports during a suspension will be viewed as a blatant disregard of Mason Recreation policies and will lengthen the suspension of the participant. Suspensions will be enforced across all sports including the sport the participant was ejected from. Suspensions may also be carried over from one season to another at the discretion of the Assistant Director and Coordinators of Competitive Sports.

Offense Type	Example	Minimum Suspension Length
Rule Infraction	<ul style="list-style-type: none">• Tying a flag football flag belt• Illegal slide tackles in soccer	1 Game
Flagrant, Malicious, and or Dangerous Game Play	<ul style="list-style-type: none">• Unnecessarily hard foul in basketball• Tackling an opponent in flag football	2 Games
Signing in with someone else's Mason University ID	<ul style="list-style-type: none">• Using another person's identity to play• Allowing someone else to use your identity to play	2 weeks for first offense with a facility suspension
Verbal Abuse of Intramural Staff and or Opponents	<ul style="list-style-type: none">• Cursing at officials• Name calling directed at opponents	1 month for first offense with a facility suspension
Fighting	<ul style="list-style-type: none">• Any non-game related physical contact which includes but is not limited to: striking, pushing, slapping, elbowing, and kicking	Indefinite suspension
Verbal Abuse of Intramural Staff and/or Opponents by an Intramural Participant who is	<ul style="list-style-type: none">• Cursing at officials/coworkers	Indefinite suspension



also a Competitive Sports Employee	<ul style="list-style-type: none">• Name calling directed at opponents	
------------------------------------	--	--

Please be aware that any unsportsmanlike conduct resulting in an ejection will carry a two-week suspension from the Mason Recreation facilities. Individuals who receive multiple ejections may serve longer suspensions or be asked to demonstrate steps towards personal growth prior to being permitted to participate again.

Appeals

An individual may request to appeal a suspension and/or suspension length. A request must contain a written statement and be submitted to the Competitive Sports office within five (5) business days of receiving the outcome of a suspension meeting. Requests for appeals will only be considered for one or more of the following scenarios:

- The discovery of new and material information that was unavailable at the time of the suspension meeting that, had it been available, it would likely have resulted in a different outcome of either the findings or suspensions. Information is unavailable if it was not known or could not have been discovered by the party through the exercise of reasonable diligence prior to the suspension meeting.
- Material procedural irregularity in any part of the suspension meeting process that had a material and significant impact on the outcome of the process.
- Bias of the individuals holding the suspension meeting for reasons other than the stated rationale for the decision.
- Severity of the suspension.

To request an appeal the written statement must include the intent to appeal, a description of the events that took place before, during, and after an ejection, and material that indicates one or more of the above scenarios occurred.

Discontentment with a suspension length or consequence is never a valid reason for an appeal. It is the sole responsibility of the intramural sport participant(s) to provide information to support the grounds for an appeal.

Once the Competitive Sports office has received a written statement of appeal, the Assistant Director of Competitive Sports & Athletic Training or the Associate Director of Programs, Well-Being, and Assessment will review the request to determine if the participant(s) have grounds for the appeal based on the criteria above. If there are grounds for an appeal, the professional staff member may:

- Adhere to the original decision.
- Lift the suspension completely.
- Make the consequence more severe such as lengthening the suspension, assessment of forfeit fees, lifetime suspension of facilities and programs, or reporting the incident to the Office of Student Conduct.



- Make the consequence less severe such as lifting facility suspension, decreasing the number of games, or removal of a forfeit fee.

All appeal rulings made by the professional staff member assigned to the appeal will be final. Participants who file an appeal will be notified of the decision within ten (10) days of the appeal request.

Suspended participants who are appealing their suspension will remain ineligible and will not be permitted to participate in any competitive sports programming while the appeal is being processed. Participation in any further intramural activity during a suspension that is being appealed will be viewed as a blatant disregard of Mason Recreation policies and will lengthen the suspension participant and cause the appeal to automatically be dropped.

Spectators

Spectators are defined as individuals present at an intramural sports contest or event who are there to watch the event and are not listed on the roster. All spectators must abide by all Competitive Sports and Mason Recreation Facility policies and procedures. Team captains are responsible for their spectator's behavior. Fans are expected to follow the sportsmanship policy explained within this Handbook. Team captains are responsible for educating their spectators on these guidelines. Spectators can affect the sportsmanship rating of the team they are supporting.

If an individual who *does not* have a Mason Recreation membership, but wishes to spectate an intramural event or contest, they will be permitted to enter. Facility staff will provide the individual with a stamp at the front desk signifying that they are only present to spectate. If that individual is found to be participating in another Mason Recreation activity (i.e. working out in the fitness space, or playing open recreation basketball), they will be issued 1 warning to return to their designated area. If they are caught a second time, they will be asked to leave the facility.

Minors will be permitted in the facility to spectate, but not to participate in any other activities. They will be provided a stamp, and held to the same standard as adult spectators.

Supervisor Authority

The supervisor has the authority to rule on any situation not specifically covered in the rules, to issue a yellow/red card, and/or stop the game (among other measures) if it is deemed necessary to ensure the safety and wellbeing of the participants and the IM Program.



Playoffs

Teams that receive a Sportsmanship Rating less than 2.0 may be removed from the playoff bracket by the Competitive Sports Staff.

PROTESTS

Protests may only be filed based on eligibility and rules interpretations. ***Official's judgement, decisions or official's accuracy will not be considered.*** To protest a participant's eligibility or rules interpretation the team captain must immediately bring the issue to the attention of the official on their field/court. All protests must happen before the next live ball/play. Notifying the official or supervisor after one or more plays have passed does not constitute a valid protest.

Rule Interpretation Protests will happen in the following order.

1. The team captain will calmly and immediately call for a "time out" and inform the official that he/she wishes to have a ruling on the interpretation and then alert the supervisors on duty.
2. The supervisors on duty will reference sport rules, handbooks etc. to make the final decision on the rule interpretation.
3. If corrections are necessary, the supervisors on duty shall rule immediately and the team/participant will not be charged with a time out.

Example: Rule- One foot in-bounds while in possession of the ball constitutes a legal catch in flag football.

Case 1: An official rules a pass incomplete because the "player did not have two feet in-bounds." *This is a rule misinterpretation = protest available*

Case 2: An official rules a pass incomplete because the "player's first foot landed on the sideline." *This is a judgement call = protest unavailable*

Eligibility Protests

Eligibility Protests will happen in the following order:

1. The team captain will notify the officials and/or supervisors to state they have reason to believe a participant is playing illegally.
2. If the eligibility issue can be corrected immediately, the supervisor will make the correction.
3. If the eligibility issue cannot be corrected immediately, the supervisor on duty will inform both team captains that the game will be "played under protest" until the participant's eligibility can be confirmed.



- a. The participant in question may continue to play at their own risk.
- b. If the participant is found ineligible and participated in the game (as well as previous games), the game(s) will be forfeited to the opposing team no matter the outcome of the game.
- c. If the participant is found eligible, the game results will stand.

INCLEMENT WEATHER

In the event of inclement weather, Intramural Sports events may be postponed or cancelled. Information concerning the postponement or cancellation of Intramural Sports events is available through announcements on IMLeagues, through email, or by phone.

Every effort will be made to announce decisions to cancel outdoor games by 3:00 pm on weekdays and 12:00 pm on Sunday. The decision may also be determined at game time by the Competitive Sports staff. Regular season games cancelled due to inclement weather will not be rescheduled and both teams will receive a sportsmanship rating of a 3. Playoff games cancelled due to inclement weather will be rescheduled as soon as possible.

Lightning – If Mason Recreation staff detect lightning at an outdoor facility, games will be postponed 30 minutes from the last visible lightning strike or sound of thunder. In the event of lightning, all players, spectators, and staff must remove themselves from the playing surface and seek shelter immediately.

Before	During	After
<ul style="list-style-type: none">• 30/30 Lightning Rule: take shelter when counting 30 seconds or less between lightning and thunder. Remain sheltered 30 minutes after the last thunder/lightning.• Unplug any electrical equipment well before the storm arrives.• Get inside a home, building, or <u>hard top</u> vehicle.• Anywhere you feel your hair stand on end- become the smallest target possible. <u>DO NOT LIE FLAT</u>	<ul style="list-style-type: none">• Avoid contact with corded electricity.• Stay away from plumbing, windows, and doors.• Avoid natural lighting rods, hill tops, open fields, and the beach or a boat on the water.• Take shelter in a sturdy building, not an isolated shed.• <u>DO NOT TOUCH ANYTHING METAL</u>• If driving, safely exit, stay in the car, turn on hazard lights, and avoid touching metal or electrical outlets until heavy rain ends.	<ul style="list-style-type: none">• If lightning strikes you or someone you know, call 9-1-1 and check for the items listing below:• Breathing- if breathing has stopped, begin rescue breathing.• Pulse- If there is no pulse, give CPR. If the victim has a pulse and is breathing, look for other possible injuries.



LOST AND FOUND

George Mason University and Mason Recreation are not responsible for lost, stolen or unclaimed items. Mason Recreation strongly encourages all members and guests not to bring valuables to the facilities to prevent loss or theft. In the event of items becoming lost or misplaced, the Mason Recreation staff will do the following to safeguard these items:

Valuables: Wallets, ID cards, credit cards, watches, Smart Devices, jewelry, etc.

These valuables and others not included in this list will be brought to the RAC Main Office located at 4350 Banister Creek Ct, Fairfax, VA 22030 and are kept in a safe with the facility staff. Items will be held for 30 days and then processed.

Theft: If a theft is reported, an incident report will be filed at the victim's request and Mason Police will be called to complete a report and investigate the incident.

PHOTO/VIDEO AND MEDIA PASSES

Photos and video are not permitted at activities sponsored by Mason Recreation with approval. If you wish to take photos and/or video a Media Pass must be obtained from the Mason Recreation Marketing Department. These passes must be picked up from the RAC and returned to the Marketing Office after each use. To obtain a Media Pass please email imsports@gmu.edu.

CHAMPIONSHIP T-SHIRTS AND PHOTOS

In recognition of achieving championship status in intramural sports activities, a championship t-shirt will be awarded to the overall champion of each league. Shirts will be available immediately after the championship game(s) have concluded. Shirts will only be given to those who have participated in at least one (1) regular season game. Intramural Sports reserves the right to modify any awards for its programs.

In addition to receiving a championship t-shirt, teams and individuals will have their pictures taken and posted on the various Mason Recreation social media outlets.

EMPLOYMENT OPPORTUNITIES

The Intramural Sports program is always looking for students who have an interest in officiating various sports. No experience is necessary, training will be provided for each sport. Individuals will have many opportunities to interact with their fellow peers, while enhancing their skills in



communication, management, confidence and leadership. All Competitive Sports staff will have the opportunity for advancement within the department.

The application process for becoming an official has many steps.

1. Visit <http://handshake.gmu.edu>
2. Complete the application for Intramural Sports Official.
 - This application will include a resume and optional cover letter.
3. Check the “Training Dates” link on imsports.gmu.edu to assure you can attend all parts of training. Please note that if you are hired, you will need to have at least one (1) of the following original documents as soon as possible.
 - United States Passport or Passport Card
 - Permanent Resident Card or Alien Registration Receipt Card
 - Foreign passport containing a temporary I-551 stamp/notation
 - Employment Authorization Document with photograph
 - Foreign passport with Form I-94 or I-94A
 - Passport from the Federated State of Micronesia or the Republic of the Marshall Islands (RMI) with Form I-94 or I-94A

OR gather one item from List B AND one item from List C of the following documents. (See Table below)

List B	List C
Driver's License or State issued photo ID	Social Security Account Number card
Photo ID issued by federal, state or local government agency	Certificate of Birth Abroad issued by the Department of State (Form FS-545)
School ID with photo	Certification of Report of birth issued by the Department of State (Form DS-1350)
Voter's Registration card	Original or certified copy of birth certificate issued by a state county, municipal authority or territory of the United States bearing an official seal
U.S. Military card or draft record, Military dependent's ID card, IS Coast Guard Merchant Mariner card	Native American Tribal document, US Citizen ID card (Form I-197) Identification Card for use of Resident Citizen in the United States (Form I-79)
Native American Tribal document	Employment Authorization document issued by the Department of Homeland Security
Driver's License issued by Canadian Government Authority	