Mohawk Valley Community College

Intramural Handbook

MISSION:

Welcome to the Intramural Sports & Activities Program at Mohawk Valley Community College. Our mission is to promote student success in learning and development through offering educationally purposeful activities, leadership and employment opportunities through a safe and healthy environment. We are committed to students developing healthy lifestyle choices through safe quality programming that will encourage student learning beyond the classroom setting. The following information in this manual will detail in depth Mohawk Valley's Intramural Sports & Activities Program's procedures, policies, and guidelines.

CONTACT INFORMATION:

Intramural Coordinator:	Michelle Scranton
Coordinator's Office:	JC111
Coordinator's Phone:	(315) 792-5425
Coordinator's Email:	mscranton@mvcc.edu

REGISTRATION

PROCESS:

To participate in an Intramural Sport or Activity you MUST register by using the Official Mohawk Valley Community College Intramural Roster Form. These forms can be obtained at the college's website on the Intramurals webpage, the Information desk in the Jorgensen Center, or in Michelle Scranton's office JC111. Make sure to fill out all the necessary information on the roster form, as this information is important in the planning and scheduling of the intramural sport or activity.

ENTRY:

To officially be registered for an intramural event you MUST hand in the Official Mohawk Valley Community College Intramural Roster Form to the Intramural Coordinator prior to the events start date. This allows for proper planning and scheduling prior to the events start date. We do allow students who have not filled out an official roster form to be added to an event after its start date. This decision is up to the intramural coordinator's discretion. We encourage all students to participate and never want to see anyone turned away. If the intramural sport or activity you wish to participate in has already started, please see the intramural coordinator and the necessary steps will be taken to get you signed up.

FREE AGENTS:

Free Agents are participants who wish to participate in a team sport activity but do not have a team and need to join a team. Free agents still MUST follow the registration process above when registering for any team sports. We will assist any free agents in finding a team. Please, never be discouraged from participating in any intramural sport or activity if you fall into this situation.

TEAM SPORTS & ACTIVITIES:

Team events will include men's, women's, and co-ed divisions of play. A minimum of four teams will be required to form a schedule. Teams have the right to make any changes to their roster up to the start of the sport or activity. Once that team has participated in an official MVCC Intramural Season contest, the roster is set. No additions will be made once the season schedule has begun. The only exception to this rule is in the event a team is missing the

required amount of participants for an official contest. They may be allowed to pick up 1 person to fill that vacancy in order to participate. Also, the opposing team MUST approve this transaction in order for the contest to be official.

TEAM NAMES:

Each team has the right to name their team an appropriate name registering. Any team without a team name by registration deadline will be assigned a team name. Inappropriate or obscene team names will NOT be allowed. MVCC Intramurals reserves the right to change or modify team names. Once the final schedule is published, team names are finalized and may not be changed for any reason.

INDIVIDUAL SPORT OR ACTIVITIES:

Individual sports or activities will include men's, women's, and co-ed divisions of play. A minimum of 4 individuals will be required to form a schedule. To register for these sports or activities you will still use the Official Mohawk Valley Community College Intramural Roster Form and hands these in before the sports or activity start date. Individual sport or activities requiring bracket play will not add individuals after the start date.

LOCATION:

Majority of the intramural sports or activities will take place in the Jorgensen Center. The main central location for most sports, activities, and meetings will be in the Jorgensen Center's Field House. Other contests may take place in the main gym, JC100. Outdoor sports may take place on the athletic fields or practice field's location outside the Jorgensen Center.

TIMES:

All MVCC Intramural Sports or Activities will have designated times and days. MVCC Intramural Sports will take place the majority of the time Monday-Thursdays. Times and dates will be announced at the start of each semester.

SCHEDULING:

Schedules will be available before the start date. If the sport is a league format, every team will play each other twice followed by a championship/playoff bracket format. If the event is an open play activity, schedules will be made the day of the competition. Individual sports or activities scheduling depends on the number registered and will be a bracket or round robin format. All MVCC Intramural Sport or Activities Schedules will be available to the participant and posted on the MVCC Intramural Board. If a team or person has a conflict with a scheduled contest, please see the MVCC Intramural Coordinator to try and make any accommodations for that team or person. A MVCC Game Change Sheet must be filled out and submitted 48 hours prior to the scheduled contest. Every effort will be made to re-schedule the contest but may not always be able to happen. If that contest can't be re-scheduled and that team is still unable to participate, that team will take a loss in the standings. Please take into consideration that space and times are very limited in the Jorgensen Center Field House/Main Gym which makes the scheduling process a limited and difficult task.

PARTICIPATION

The Mohawk Valley Community College Intramurals Program wants its participants to know that they have the right to expect a fair opportunity to participate, while maintain a high level of sportsmanship and respect for the overall intramural program. Each participant should also be aware of the inherent risks, rules, guidelines, procedures, and policies of the intramural sport or activity they are participating in. Failure to abide by any set guidelines set forth by the Mohawk Valley Community College Intramural Program may result in removal or dismissal for the sport or activity or the entire intramural program. All participants are responsible for their own actions and will be held responsible for them.

WHO CAN PARTICIPATE:

All current Mohawk Valley Community College Students, faculty, and staff are eligible to participate. All MVCC students who are currently participating in a NJCAA Athletic Sport are NOT eligible to participate in that related intramural sport (example- member of MVCC Basketball Team NOT ELIGIBLE to play 3 on 3 Tournament). All participants will need to have a current MVCC College I.D.

Card to show that they are currently enrolled at Mohawk Valley Community College in order to participate.

TEAM ROSTERS:

When putting together a team or interested in an individual sport or activity, you need to fill out an Official MVCC Intramural Team Roster Sheet. These forms are found online on the college's website under the Intramurals Link. They can also be found at the Jorgensen's Center Information Desk or the Coordinators office, JC111. You need to supply all the necessary information on the form in order to participate. These sheets will serve as the framework for your current and final team structures. Once an intramural sport or activity has started these sheets cannot be revised or changed for any reason. This also includes the playoff system. The players on the original roster form from the season will also be the same players in the playoffs and championships. They are final after that team's first contest. Participants can only be listed on one roster form and play for one team in each sport or activity. If there are multiple different sports or activities going on participants can play in as many as they wish, as long as it's not the same sport event.

PARTICIPATION VIOLATIONS:

There will be penalties and actions taken if any participation policies or procedures are broken or abused. Any team that is in violation of using an ineligible participant shall forfeit all games in which that person participated in, including playoffs. If this violation occurs during the playoffs, the team who lost to the violating team will be rewarded the victory and continue to play on. This policy will hold true for any round of the playoff system. The team that lost to the violating team last will be rewarded the victory and be able to continue to play on.

FORFEIT POLICY:

The following information below are instances in which a team or individual may result in a forfeit:

1. Any team that does not have enough players to start or continue a game or contest.

2. Any team or individual that is not present and ready to play 3 minutes before the start of the game or contest.

3. Any team or individual who participates in a game or contest with an ineligible player or the individual himself is ineligible.

4. Any team or individual receives a poor sportsmanship rating for that game or contest.

5. A participant does not have a valid MVCC College ID to present at the start of an event.

It is the responsibility of the team captain to inform team participants.

CAPTAIN & ORGANIZATIONAL MEETINGS:

If the intramural sport or activity is a league event, there will be a **MANDATORY** Captain's meeting; failure to make this schedule meeting will result in a dismissal of that sport or activity. This will be a time when all captains for each team will be called together with the Intramural League Coordinator to review Captains packet which includes waiver forms, sportsmanship ratings, policies, procedures, schedules, rules, playoffs, violations, and any guidelines for league play. A copy of the league and playoff rules will be distributed to all captains who will be responsible for relaying that information to all team members. I need to have all members on the roster's waiver form turned into me before playing in an official league contest. This meeting day will also be a good time for any participants to get any questions answered and resolved.

LEAGUE PLAY:

Once league play starts all team rosters are locked and cannot be changed for any reason. Schedules will also be finalized and not changed unless a conflict arises and the Intramural Coordinator has been made aware of it. All scores and stats will be collected after each game and posted on the Intramural Board outside Michelle Scranton's office (JC111). A running clock and score will be kept by an official intramural scorekeeper who is picked by the Intramural Coordinator. In any league play a season schedule is made up followed by a playoff and championship.

PLAYOFFS:

Each league event will consist of a regular season followed by a playoff. The number of playoff teams will depend on the number teams signed up for the league and the amount of time allotted for the playoffs. Playoff schedules will be up and ready the day after the last regular season game. Teams will be seeded according to their regular season won and loss records. In the event there are teams with the same regular season records at the ends, head to head records against each other will be looked at to determine the seeding. Once playoff schedules are finalized they will not be changed for any reason. It is important to make sure you have enough players on your official roster forms that were handed in at the start of the first regular season game. Only players listed on that roster are eligible to play in the playoffs. No changes will be made for any reason at all.

AWARDS:

All teams or individuals who win in their respective intramural sport or activity that they participated in will be awarded a MVCC Intramural Champion T-Shirt. Also, a picture will be taken right after each championship contest to post on the MVCC's Intramural Board and on the Intramural webpage on the college's website as well as the Intramural Facebook page.

WEATER POLICY:

With any MVCC Intramural Sport or Activity that takes place outside, there is always a risk of weather related issues. The MVCC Intramural Facebook page will post a daily weather report for outdoor intramural events. The daily report will tell you if the event is cancelled, postponed, in the gym, or still scheduled for outside. Also, there will be 2 weather days set aside for each intramural sport or activity in their scheduled block of time. If inclement weather becomes an issue for that day's event, one of two plans of action steps will happen. If the MVCC Gymnasium is open, the intramural event will be played inside. If weather causes the intramural event to exceed the allotted amount of weather days set aside on the schedule, then those contests will just be cancelled and no results will be recorded for that day's scheduled contests. On days the college is closed for weather or other reasons, intramurals is automatically cancelled for that day and those scheduled contests for the day will be played on one of the weather days. It is the responsibility of the team captain to check the weather report on the MVCC Facebook page and relay the information to all team members. All outdoor intramural events affected by weather conditions for any reason will be re-scheduled and played to the best of our ability.

INJURIES/LIABILTY:

Participation in the Mohawk Valley Community College Intramurals Sport and Activities Program is completely voluntary and individuals participate at their own risk. All individuals who wish to participate in any MVCC Intramural Sport or Activity will be required to sign a waiver of release form prior to participating in any event. All individuals who wish to participate in any MVCC Intramural Sports or Activity should be aware of the possibility for bodily, mental or emotional injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation. All participants are responsible for their own actions and behaviors.

EQUIPMENT/CLOTHING/JEWELRY POLICY:

All MVCC Intramural Sport or Activity will be fully equipped by the MVCC Intramural and Recreation Department. If a team or individual wishes to use their own personal equipment, it has to be cleared by the MVCC Intramural Coordinator. The MVCC Intramural Program is not responsible for lost, stolen, or damaged personal equipment during an event.

All participants should dress properly for whatever sport or activity they are participating in. All intramural sports that take place in the gym or field house will require participants to wear rubber soul sneakers. Participants may wear rubber cleated shoe in any intramural sports that take place outside on the athletic or practice fields. No metal spikes are allowed in any MVCC Intramural Sport or Activity.

Participants are prohibited from wearing any jewelry in any MVCC Intramural Sport or Activity. This will ensure the safety of all participants involved in the sport or activity. Any other type of accessory such as headbands, bandanas, “do-rags”, hats of any kind, belts, and rubber bands are prohibited from any MVCC Intramural Sport or Activity. Any participant refusing to remove or abide by this policy will be subject to expulsion from that MVCC Intramural Sport or Activity they are participating in. The MVCC Intramural Program is not responsible for any lost, stolen, or damaged clothing and jewelry during an event.

If a participant has a medical condition requiring them to wear a medical bracelet or medical information necklace, please see the Intramural Coordinator about this and the necessary accommodations will be made.