



**RECREATION  
& WELLNESS**

## RECREATION & WELLNESS PROCEDURES

# Manual



RECREATION & WELLNESS CENTER

**WWW.MGA.EDU**

# Introduction

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The purpose of this manual is to provide standardized procedures, policies, and guidelines for the effective management and daily operation of the Recreation and Wellness Department at Middle Georgia State University. These procedures are designed to align with the standards and best practices established by NIRSA, ensuring that all programs, services, and facilities are administered in a manner that promotes safety, fairness, and inclusivity for every participant.



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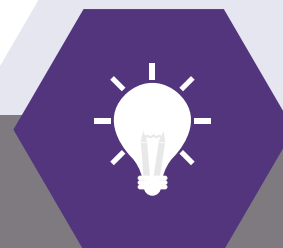
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# 1. DEPARTMENT OVERVIEW

## 1.1 CONTACT INFORMATION

Macon Recreation and Wellness Center:  
478-471-3623

Cochran Recreation and Wellness:  
478-934-3125

[wellness@mga.edu](mailto:wellness@mga.edu)



## 1.2 MISSION STATEMENT

The mission of Middle Georgia State University (MGA) Recreation and Wellness Department is to provide safe and impactful programs and operations based on the eight dimensions of wellness (physical, spiritual, emotional, occupational, intellectual, social, environmental, financial).



## 1.3 GOALS

To provide operations and programs that holistically develop students along the eight dimensions of wellness.

To provide the systems of wellbeing that are safe, properly maintained and allow for the members to focus on improving and maintaining the user's health and wellness.





## 2. MEMBERSHIP & GUIDELINES

### MEMBERSHIPS

**MGA Student:** All currently enrolled students are eligible for membership.

**MGA Employee/Retiree:** Full or part-time faculty and staff employed at any of the five MGA campuses.

**Community Member:** All community members are eligible for an individual or family plan.

### DEPENDENT AGE GUIDELINES & RESTRICTIONS

Must be age 16 and older to utilize spaces like the free weight area and the cardiovascular area.

**\*\*Member should be aware that adolescents mature at different rates. Therefore, the Wellness Center retains the right to restrict any member, regardless of age, from use of any equipment if the staff determines that the safety of the member is at risk.**



**16+**





# 3. FEE SCHEDULE & PAYMENT



## FEES

	Monthly	3-Months	6-Months	Annual
MGA faculty/staff:	\$20			
MGA faculty/staff family:	\$50			
Community Member:	\$40	\$100	\$150	\$300
Community Member Family:	\$80	\$225	\$350	\$700

\*\*\*Family memberships (based on a family of 4), additional 20 dollars per month for each additional family member.

## FEE PAYMENT

Non-refundable fees must be paid in full prior to access and use of facility. All fees are to be paid to the MGA Bursars office in the Student Life Center in Macon. Payment may be made by credit card, check or cash.

\*\*Macon Campus: If paying with a credit card, payments may also be made at the Macon Campus Wellness Center.

\*\* Cochran Campus: all payments must be paid at the Bursar's Office in Grace Hall



# 4. COMMUNITY MEMBERSHIP RENEWAL



## COMMUNITY RENEWAL

Community members may renew current membership by paying applicable fees at the MGA Bursar's Office before membership lapses. It is the responsibility of the member to report in writing any changes demographic or personal data (including contact in case of emergency) to the Wellness Center front desk. Lapsed membership must be renewed by completion of the Application Process listed below with the exception of the orientation.



**Middle Georgia**  
State University

## APPLICATION PROCESS

To become a member, individuals must do the following:

1. Complete application form found at MGA website [www.mga.edu/wellness](http://www.mga.edu/wellness).
2. Go to Bursars office and pay (Macon- Student Life Center Cochran- Grace Hall)
3. Go to Police department to get ID and parking decal
4. Sign Release, Waiver of Liability, Assumption of Risk Form available online, and Covenant Not to Sue Form.





# 5. ACCESS & GUEST POLICY



## ACCESS

### **NO ID, NO ENTRY!!!!**

Valid MGA ID or Wellness Center Membership card is required for entry into the facility. All members must enter the facility through the Front Entrance and check in at the front desk. This is for accountability and security of our members, students, and staff. If you leave the facility for any reason, you **MUST** re- enter through the Front Entrance and check in again at the front desk.



## NON-MEMBER OR GROUP USE

ALL non-member or group use of the facility must be contracted through the Middle Georgia State Facilities Use Coordinator.

## GUEST POLICY

Guest passes are available for a daily access fee of \$10.00, payable by card at the Wellness Center, or by cash/check/card at the Bursar's Office in the Student Life Center. Active Wellness Member must accompany the guest for the entire time guest uses the facility. All guests must have a valid photo ID.





# 6. HOURS OF OPERATION



## HOURS OF OPERATIONS

The MGA Wellness Center will be open seven days a week during posted hours:

### Fall/Spring Hours

Monday – Thursday: 6:00am - 12:00am (Midnight)

Friday: 6:00am - 5:00pm

Saturday: 10:00am - 5:00pm

Sunday: 12:00pm - 12:00am (Midnight)

### Summer Hours

Monday – Thursday: 6:00am - 9:00pm

Friday: 6:00am - 5:00pm

Saturday – Sunday: 12:00pm - 5:00pm

In general, the Wellness Center will follow the academic calendar of the university and will be closed during some semester breaks and holidays when the college is closed. The schedule of hours of operation will be posted on the MGA website each semester. Visit [www.mga.edu/wellness](http://www.mga.edu/wellness) for current hours of operation.

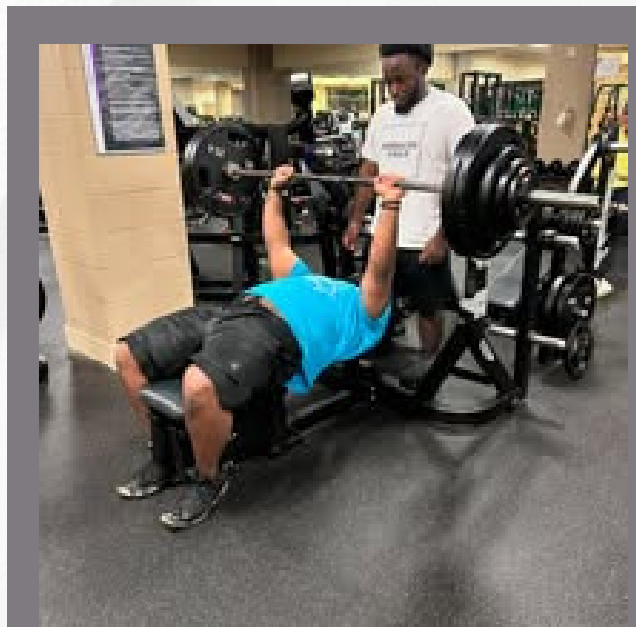


# 7. MEMBER CONDUCT

## EXPECTED CONDUCT

User misconduct may result in temporary or permanent revocation of this privilege. MGA and its Wellness Center staff retain the right to determine inappropriate behavior and to act in resolving said behavior including, but not limited to, terminating membership of the user.

All authorized members have the right to be safe and secure while using the facility. All members are expected to share the areas and equipment within the facility and respect the rights of others in order for all members to enjoy the same privileges.





# 8. GENERAL RULES

KNOW  
THE RULES

## FACILITY RULES

- Proper hygiene and etiquette should be practiced at all times.
- Appropriate athletic apparel and tennis shoes must be worn during use of the facility. Shorts/pants must be worn at waist level. Wellness Center staff reserves the right to determine appropriate apparel.
  - Full t-shirts, athletic shorts/pants, closed toe footwear/tennis shoes
- No smoking is allowed on campus.
- The following are strictly prohibited:
  - Alcoholic beverages or drugs in any form
  - Tobacco products in any form
  - Weapons of any kind
  - Food in any form or drinks (except clear bottled water)
  - Roller skates, roller blades, bicycles, strollers and skateboards
  - Book bags, backpacks, gym bags, purses or other personal items (unless stored in locker and cubbies)
  - Radios, CD players, etc. without headphones. Keep your music to yourself.
  - Harassment of any kind, including, but not limited to sexual, verbal, or physical innuendos
  - Offensive language or conduct
  - Pets
- Equipment may not be moved from one area to another.
- Personal athletic equipment such as footballs, basketballs, hacky sacks, etc. are not allowed
- Tampering with the TVs in any way is strictly prohibited! The TVs are pre-set and are not to be changed by anyone other than Wellness Center staff.
- Loitering is prohibited. All persons in the facility must be engaged in fitness, recreational, or academic activities.
- Return all weights, mats, and equipment to proper storage after use
- Do not drag equipment across the floor
- Wipe down equipment after each use
- Be mindful of others and respect the shared space





## 8. GENERAL RULES (CONT.)

### POOL RULES

- Patrons must shower before entering the pool to remove excess oils, etc. that would affect the chemical balance of the pool
- No glass allowed in/around the pool.
- No food/drinks allowed on the pool deck,
- No running, diving, or rough play allowed.

### BASKETBALL COURT RULES

- No hanging on the rims.
- Shirts are always required.
- Sneakers are required for participation/play
- Practice good sportsmanship
- No weights allowed on the court

### BOWLING ALLEY RULES

- Bowl on one lane at a time
- Do not throw or toss the ball.
- Do not cross the release line.
- No horseplay

### DANCE STUDIO

- No horseplay
- No food/drink
- Be respectful of others and mind the volume
- No balls, weights, plates, or other heavy equipment allowed on the floor
- Studio equipment must remain in the studio (yoga mats, blocks, balls, etc)
- Disinfect equipment after each use



## A top-down view of various sports equipment scattered on a plain white surface. The items include a blue jacket in the upper left corner; a yellow and white horizontally striped volleyball at the top center; a red ping pong paddle with a wooden handle and a black backguard below it; a silver badminton racket with a white net and a single shuttlecock above it; an orange basketball with black lines in the upper right; a golf club head and shaft on the middle left; a tennis racket with a blue frame and white strings holding a bright green ball in the lower left; a black and white soccer ball in the center; a black bag with blue and yellow accents on the middle right; a pink visor or cap on the far right; a red helmet in the bottom right; a yellow baseball near the bottom center; and a portion of a red and white striped object at the very bottom.

## The logo for MGA Knights is a shield-shaped emblem. At the top, the letters 'MGA' are written in a large, bold, white sans-serif font with black outlines. Below the text is a stylized illustration of a knight in armor riding a horse, both in white with black outlines. The knight is holding a long spear that points towards the bottom right. A flowing purple banner or cape is draped behind the horse and knight. At the bottom of the shield, a purple banner with a black border contains the word 'KNIGHTS' in white, bold, sans-serif capital letters. A small 'TM' trademark symbol is located to the right of the knight and horse illustration.



# 10. ACCIDENT & INJURIES



## ACCIDENT / INJURIES

Participation in physical activity increases the risk of injury. If an accident or injury should occur, it should be reported immediately to the front desk. The Wellness Center Staff will request EMS services if it is needed or if requested by the user. MGA assumes no liability, financial or otherwise, for any medical or other services required on the care or transportation of injured members.





# 11. LOCKER ROOMS & CLOSURES



## LOCKER ROOMS

Locker rooms with shower and bathroom facilities are located on the ground floor next to the gymnasium floor. Free lockers are available and must be used for storage of personal items including gym bags, book bags, etc. during use of the facility. Small personal items such as keys, wallets, etc., may be carried on person. Free locks are available for check out at the front desk in Cochran. Macon lockers require your own lock and must be removed daily. No camera or video use allowed in locker rooms.



## CLOSURES

The facility is subject to closure to the members as a whole or in sections for events such as student programming, orientation, institutional events, graduation, or any other event as set forth by institution.



## Part II

# Intramural Sports



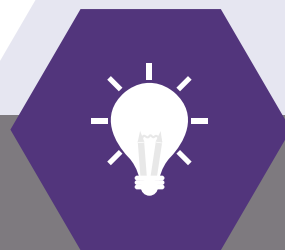
The purpose of this intramural manual section is to outline the procedures, policies, and guidelines for the management and operation of the intramural sports program at Middle Georgia State University. This manual is based on the standards and best practices set forth by NIRSA to ensure a safe, fair, and inclusive experience for all participants.



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# 1. PROGRAM OVERVIEW



The intramural sports program at MGA is designed to offer recreational sports activities for the campus community along with community members. These activities promote physical fitness, social interaction, and stress relief in a structured yet relaxed environment. Our goal is to provide a diverse range of activities to ensure that all skill levels are accommodated.

## 1.1 OBJECTIVES

- Promote physical fitness and well-being.
- Foster an inclusive environment.
- Provide opportunities for social interaction.
- Ensure fair play and sportsmanship.
- Offer a diverse selection of recreational activities.



## 1.2 MISSION STATEMENT

The mission of Middle Georgia State University (MGA) Recreation and Wellness Department is to provide safe and impactful programs and operations based on the eight dimensions of wellness (physical, spiritual, emotional, occupational, intellectual, social, environmental, financial).





## 2. ORGANIZATIONAL STRUCTURE

The intramural sports program is administered by the Campus Recreation Department. The structure includes the following roles:

### DEPARTMENT DIRECTOR

- Responsible for overseeing the entire Recreation Department.
- Overall administration, budgeting.

### INTRAMURAL COORDINATOR

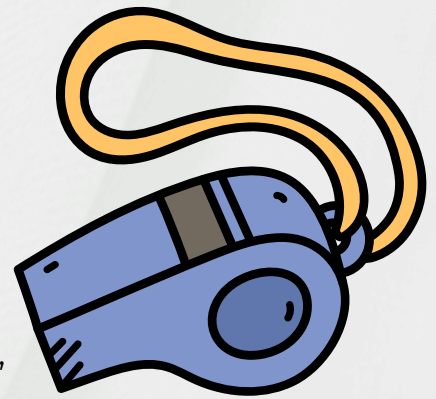
- Manage leagues, events, and activities.
- Marketing/Promoting, scheduling, team registration, staffing, training, customer service and all other duties needed.

### OFFICIALS / REFEREES

- Ensure fair play and enforce the rules during games.
- Enforce rules, maintain order, and manage disputes during gameplay.

### STUDENT ASSISTANTS

- Assist with game operations, check-in procedures, and general support.
- Ensure smooth game operations and assist with registration/promotion.



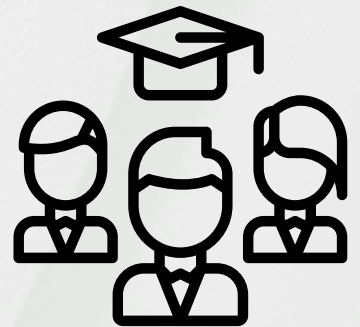
### 3. ELIGIBILITY AND PARTICIPATION

Eligibility for intramural sports is determined by several factors, including student status, faculty/staff involvement, and Community Members.



#### STUDENT ELIGIBILITY

- Open to all full-time and part-time students enrolled at the university.

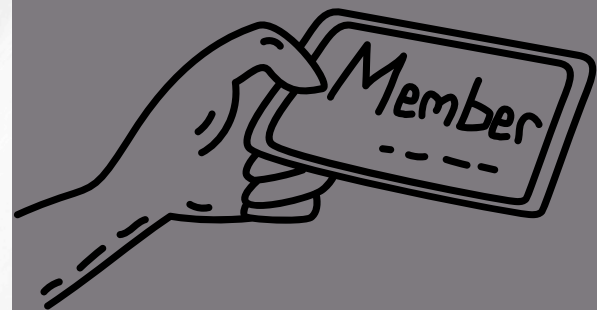


#### FACULTY / STAFF

- May participate in all leagues and activities offered – exception is Late Knights @ MGA
- Must be a paying member of the Recreation and Wellness Center

#### COMMUNITY MEMBERS

- Non-students or non-faculty/staff members can participate in all leagues and activities if they have memberships through the wellness and recreation center.





## 4. REGISTRATION PROCESS

### ONLINE REGISTRATION FOR LEAGUES

- Participants may register for intramural leagues through the designated online platform.
- [IMLeagues | Middle Georgia State University | Intramural Home](#)



### IN-PERSON REGISTRATION FOR LEAGUES

- Participants may register their team at the Wellness Center by sign-up sheet at the front desk. They may also sign up through the intramural coordinator.

### TEAM REGISTRATION FOR LEAGUES

- Teams must designate a captain who will be responsible for team communication and relaying schedules.
- Teams should submit rosters with accurate participant information by the deadline.

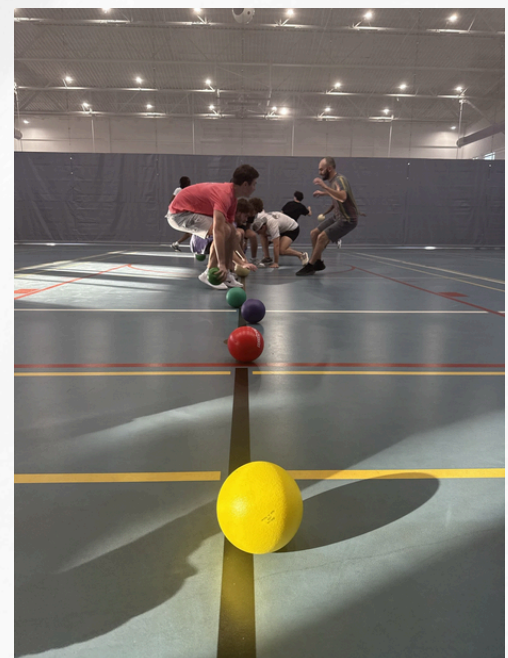


### FREE AGENT REGISTRATION FOR LEAGUES

- Participants that do not have a team may sign up as a free agent on the IM league website.
- Individuals will be placed on a team either prior to the start of the league or on the first night of the league.

### ONE NIGHT EVENTS

- Participants do not need to register prior, they can show up day of event.
- Late Knights @ MGA
- Ping Pong Tournaments
- Billiards Tournaments
- Dodgeball etc.





# 5. GAME DAY OPERATIONS

## CHECK IN PROCEDURES

- Teams and individuals must check in at the designated area before each game.
- Must have MGA ID or 983 number to provide



## GAME SCHEDULING FOR LEAGUES

- Games will be scheduled based on the availability of fields/courts and facility hours.
- Any changes to the schedule will be communicated to participants via email and through IM Leagues.



## GAME OFFICIALS

- Each game will be officiated by referees or officials who will ensure compliance with the rules.
- Officials are empowered to make on-the-spot decisions, and their judgment is final.





# 6. RULES AND REGULATIONS

## STANDARDIZED RULES

- All intramural sports will follow the standardized NIRSA rulebook, with specific adjustments made to fit MGA's needs. This includes:
  - Game format (e.g., time limits, scoring).
  - Specific regulations for each sport (e.g., flag football, soccer, volleyball).
  - Procedures for fouls, penalties, and misconduct.

## SPORT-SPECIFIC GUIDELINES

- Each intramural league will have specific guidelines, including but not limited to:
  - Maximum/minimum team sizes.
  - Substitution rules.
  - Equipment standards.

## CODE OF CONDUCT

- All participants are expected to:
  - Demonstrate respect for opponents, officials, MGA staff and teammates.
  - Refrain from using derogatory language or engaging in aggressive behavior.
  - Follow the rules of the game and the NIRSA guidelines for sportsmanship.

## NIRSA GUIDELINES

- NIRSA has a zero-tolerance policy for harassment, discrimination, or any form of unacceptable behavior, including physical or verbal abuse.
- NIRSA encourages a culture of sportsmanship where participants treat each other with respect, regardless of skill level or outcome.



# 7. SAFETY AND RISK MANAGEMENT

## INJURY PREVENTION

- First-aid kits should be available at all event sites.
- AED is made available, and all staff are aware of location

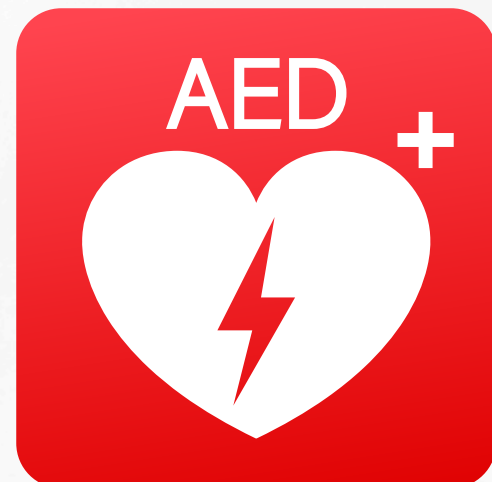


## EMERGENCY PROTOCOLS

- Staff must be trained in CPR, first aid, and emergency response.
- In case of injury, the game may be paused/cancelled
- Proper medical staff will be called if necessary
- Incident Report is completed by intramural coordinator

## WEATHER RELATED CANCELLATIONS

- Intramural staff reserve the right to cancel or delay games in the event of inclement weather, unsafe playing conditions, or severe weather warnings.
- A decision regarding cancellations will typically be made no later than one hour prior to the scheduled game time, whenever possible.
- Notification of cancellations will be communicated through official Recreation & Wellness channels (IMLeagues, email, social media, or posted signage at the facility).





## 7. SAFETY AND RISK MANAGEMENT (CONT.)

### LIGHTENING & SEVERE WEATHER POLICY

- If lightning is detected within 8 miles of the facility, all outdoor activities must be suspended immediately.
- Play may resume only after 30 minutes have passed since the last observed lightning strike.
- If conditions do not improve, games will be canceled and rescheduled as outlined above.

### RESCHEDULING PROCEDURE

- When possible, canceled games will be rescheduled based on facility and staff availability.
- Teams will be notified of the new game date and time within 48 hours of the cancellation decision.
- In the event that rescheduling is not possible, the game may be recorded as a cancellation with no winner/loser assigned.



## 8. STAFF TRAINING AND DEVELOPMENT



### TRAINING

- Training sessions for staff, including referees, event coordinators, and student leaders, will take place prior to the start of each semester.
- Staff Training will take place for all Recreation and Wellness staff throughout the semesters
- All training meetings are highly encouraged to attend
- Trainings will take place on Fridays on Teams

### TRAINING TOPICS

- NIRSA standards for officiating and customer service.
- Conflict resolution and handling disputes.
- MGA Policies and Procedures
- Benefits of Recreation and Wellness
- Inclusivity and diversity
- Officiating
- 8 dimensions of wellness





## 9. CONFLICT RESOLUTION

To ensure fair play and sportsmanship, a clear conflict resolution procedure is in place:

### DISPUTE PROCESS

- **On-the-spot disputes:** Officials are empowered to make decisions during the game. Captains may approach officials for clarification, but the official's decision is final.
- **Post-game disputes:** If a team wishes to dispute the outcome, they must submit a formal grievance within 24 hours of the game.

### GRIEVANCE PROCEDURE

- Written complaints will be reviewed by the Intramural Coordinator.
- A meeting may be scheduled to discuss the dispute.
- Decisions will be made based on NIRSA guidelines and MGA's policies.



## 10. AWARDS

At the conclusion of each league, teams and individuals who exhibit outstanding performance and sportsmanship will be recognized.

### AWARDS

Championship Awards: Awarded to the league winners.  
(Basketball, Flag Football, Volleyball, Soccer)



## 11. EVALUATION AND FEEDBACK

At the end of each season, participants will be encouraged to provide feedback on the program through surveys or in-person meetings. This feedback will be reviewed to make improvements for future seasons.

### CONTINUOUS IMPROVEMENT

- Regular evaluations of facilities, equipment, and staff performance will be conducted.
- Suggestions for new activities and program adjustments will be considered to improve the overall experience.





# Conclusion



This procedure manual outlines the essential components of the Recreation and Wellness programs, including Intramural Sports, to ensure that all offerings remain accessible, fair, and enjoyable for participants at Middle Georgia State University. By adhering to these policies and procedures, staff and participants help maintain consistent operations that reflect the standards set by NIRSA while fostering a safe, inclusive, and engaging environment. Together, these guidelines serve as a foundation for effective program management, student development, and the continued growth of a vibrant campus community.

