



University of Washington Bothell

Intramural Activities

### **Check-In and Roster Policy**

**Purpose:** To establish a process that ensures all participants are properly rostered and provide appropriate identification when checking in for Intramural Activity events.

**Check-In Definition:** A check-in is considered complete once a participant has either their student ID or government-issued ID card physically verified by IM staff, and they are signed in based on the printed roster.

**Roster Definition:** All teams (if registering for a league and/or tournament) must register within the timelines marketed by Intramural Activities. After the deadline is past, participants may join on an individual basis and be placed on a team. Rosters will be locked 24 hours before every event, meaning if a participant joins afterwards, they will not be on the established roster for the current event. Rosters can be accessed on the [IMleagues website](#).

**How it Works:** Before every Intramural Activity event, participants must sign in with Intramural Staff to verify they are eligible, fee-paying students from either the University of Washington Bothell or Cascadia Community College. The check-in process will require participants to have their physical UWB or CCC ID on them as well as have their name present on the printed roster. If a student does not have their student ID on them and they have previously checked into events, IM staff will follow the [Alternative Game Check-in Policy](#). If a participant is signing in for the first time, they must have their student ID present. Additionally, they shall be directed to complete the *Intramural Activities: Participants Waiver and Check-In* form if they have not signed the waiver on IMleagues (this form is accessible on Microsoft Teams).

If a participant is unable to provide a physical copy of either their school or government-issued ID, and/or they are not included on the printed roster, they are not eligible to participate in that event.