

# Policies and Procedures

Revised May 2024

Intramural Sports' main objective is to provide quality sports programs for students, staff, alumni, and the public with an emphasis on student participation. Intramural Sports provides the opportunity to participate in team and individual sports through a variety of leagues and tournaments. The program is operated by Active Living student employees who intend to provide sporting enjoyment to their fellow students. All students are encouraged to participate in intramural activities. Students have developed the following objectives to facilitate an enjoyable intramural experience for all participants.

- ***FOR EVERYONE TO HAVE FUN!***
- To enable participants to play in a variety of different sports in a recreational or competitive atmosphere.
- To actively promote sportsmanship and enjoyment of activities.
- To provide and maintain a safe environment for all participants and staff.
- To provide a venue where participants can meet new people.
- To improve programs through feedback and constructive discussion with participants.
- To offer employment opportunities to students in different areas to allow them to develop professional skills and experience.

## **I. HOW TO PARTICIPATE**

Register early, as most leagues fill before the registration deadline date. There are no house leagues or predetermined teams at the University of Calgary. Participants can create their own teams of friends, classmates.

If you do not have enough players to create a full team, register as an individual and we will place you on a team with other individuals.

## **II. REGISTRATION, PLAYING PREFERENCES & REQUESTS**

Team and Individuals registration is available on-line, in person at Active Living Client Services or over the phone. When you are registering a team, you will need to provide the following: team name and a local phone number of a second contact person, and any playing preferences, if any. You can pay using cash, debit, or credit card.

- <https://active-living.ucalgary.ca/programs/sports-programs/intramuralsrec-sports>
- In person at Active Living Client Services
- Over the phone @ 403-220-7749

To minimize conflicts while registering please refer to the activity descriptions listing the event days and times. Teams are permitted to request the days and times that their team can or cannot play. Intramurals will attempt to accommodate all requests, however due to facility restrictions and league dynamics not all preferences may be honored. Intramurals cannot honor playing requests during playoffs. We will attempt to schedule all teams that request preferences for at least **fifty (50) %** of their preferences.

**Playing requests must be made at the time of registration; they will not be accepted after the registration deadline or once seeding round, or league play has commenced.**

Teams that do not make requests for playing preferences will be scheduled at any of the available times. Flexibility is needed from all teams to make the schedules work.

Once the schedule is complete and has been posted there will be no changes made to the schedule unless made by Intramural Sports Staff. Teams are not permitted to change their schedule on their own.

The IMS program guarantees the number of games that teams will be scheduled for but cannot guarantee that games will be completed due to opponent defaults, emergency facility changes, and/or games lost due to weather. Games that are cancelled after more than thirty (30) minutes of play or one (1) half of play will be considered a completed game.

Intramurals will attempt to reschedule games that are cancelled due to inclement weather, however if the facility schedule does not allow it, these games will be declared unplayable. No refunds for unplayable games.

Once you have registered for Intramural Sports you will receive an email confirmation that includes all important league information, please read, and share with your team.

### **III. ELIGIBILITY**

All University of Calgary students, staff, faculty, alumni, and the public are welcome to participate in Intramural Sports. Participants must be UCalgary students or 18yrs of age or older. The Intramural Sports Program was developed to provide sporting opportunities for University of Calgary students who do not participate in other organized sports on campus, and do not have the benefit of professional coaching, scheduling, equipment, and facility use. Eligibility restrictions are necessary to provide fair opportunities for participation. These restrictions have been developed by students and reflect the philosophy of the Intramural Sports Program at the University of Calgary

All Intramural participants must be listed on the team roster before being eligible to play.

All players should be prepared to show photo identification at all games! Players are required to sign in at the on-site supervisors' tables.

- Signing In - Each player must be listed (**first and last name PRINTED**) on the game sheet prior to their participation in any intramural game. All names listed on the score sheet will be considered as participating in that game. Players that come late must check in with the league supervisor and/or scorekeepers prior to entering game play.
- **Each player must sign in individually.** A representative may not sign in all players on the game sheet. Sign in is required at every game.
- Assumed Name: People who participate using an assumed name are ineligible. Teams will be charged with a **FORFEIT** due to using an ineligible player, and a loss will be recorded in the standings, suspensions of captains, teams may be implemented.
- Playing on More Than One (1) Team: A player may play on more than one team provided they are different leagues and/or skill levels. A player may not play on more than one team in the same division/league.
  - a. Players may play on a men's & mixed team, but not on a men's A & C team.
  - b. Hockey, Players may play in two divisions but not if there are more than 2 different skills levels difference, e.g. A & B is allowed B & D is not allowed.

Ineligible participants include, but are not necessarily limited to:

- a. Current Dinos athletes, or other intercollegiate varsity athletes (participating in the same or similar sport of the current season)
- b. Current professional athletes (in the same or similar sport)
- c. Current national team players (in the same or similar sport)
- d. Individuals under 18 years of age and not currently enrolled at the University of Calgary
- e. Suspended and or delinquent participants.

#### **IV. ROSTERS**

Rosters must be completed by the team captain (the person who registered the team) before the league meeting date (varies from league to league).

This is a straightforward process that should not take more than 5 minutes of your time. When inputting your roster, you only need to know the emails of your players. These emails must be associated with their University of Calgary/Active Living ID numbers.

Players that do not have a University of Calgary/Active Living ID number, or who do not remember their email that is associated with their ID number must have one retrieved or through Intramural Sports. Intramurals can be reached at [imssport@ucalgary.ca](mailto:imssport@ucalgary.ca). Once this ID number has been created/retrieved and/or updated with a valid email the captain can now then use this email to add those players their roster. Incomplete rosters will not be accepted. Rosters with false information will also not be accepted. Once players have been added to the roster, they will be required to complete the online waivers via their Active Living profiles. **Captains must notify players once they have been added to the roster**, the system does not send out notification.

Team captains may be allowed to amend their rosters up to the roster deadline date for their league, varies from league to league. After the roster deadline, only the league coordinators can make roster changes, through exceptional circumstances. Teams that have not completed their roster will not be permitted to play in the Intramural leagues and will be charged with a default for all games, until the roster is completed.

All leagues, both competitive and recreational, are required to have complete rosters.

**All teams must have a designated alternate captain, this can be identified when inputting the roster.**

#### **V. WAIVERS**

Waivers must be completed online before participants are eligible to play and must be done a minimum of twenty-four (24) hours before the team's first game. **Waivers are required for each sport and for each semester.** All players must be on the team roster before they can complete the waiver. Each players waiver will be on their Active Living profile.

Instructions on how to complete the waiver can be found on our website at <http://www.ucalgary.ca/activeliving/how-to-register>. All waivers must be completed online as per University of Calgary Risk Management. **Paper or electronic versions will not be accepted.**

**No Waiver, No Play, No Exceptions**

#### **VI. SAFETY**

One of the main objectives of the Intramural Sports department is to provide a safe playing environment to all participants and staff. Institutional resources such as the offices of Risk Management, Safety and Campus

Security are used to establish procedures to minimize the inherent risks to participants, spectators, and personnel. Such procedures include scheduling, sport rule modifications, trained personnel, player control, and rules knowledge forms and waivers.

The Intramural Sports Program will provide basic first aid, such as the provision of bandages, ice, or immobilization; to any participant injured during IMS games (participants to notify staff of all injuries).

**THE INTRAMURAL PROGRAM WILL NOT PROVIDE SERVICES TO PREPARE OR MAINTAIN A PLAYER'S READINESS TO PARTICIPATE.** In other words, athletic therapy services are not provided. Participants need to bring their own equipment to prepare themselves to play.

1. All Intramural Sports participants should ensure that they have personal health care coverage and be sure that their medical insurance is adequate and current before participating in any activity.
2. It is the responsibility of every person participating in intramural sports to ascertain whether they have any health conditions, which make it inadvisable to participate in that sport. The University and Intramural Sports Program DO NOT assume that responsibility. Persons who are uncertain should consult their physician.
3. Intramural staff should be notified of ALL INJURIES sustained during intramural competition. If needed, the participant will be given first aid and referred to their physician and/or the Student Health Service. Emergency services may be dispatched to assess an injury, particularly in the event of head, neck, back and major joint trauma. Cost for ambulance treatment and transportation is the participant's responsibility. An accident/injury report will be completed for all injuries and a copy will be directed to the University of Calgary safety department.

## **VI. TEAM CAPTAINS**

Team captains serve as the only contact between Intramural Sports and their team(s). Matters affecting the team are communicated to each team captain and in turn they are required to convey the information to the team(s) members. For Intramural Sports purposes, the team captain is the person who registers the team to play.

Captain (person who registered the team)

Contact Active Living Client Services or Intramurals Sports with any playing preferences and requests prior to the registration deadline of your sport. Requests **will not** be allowed after the registration deadline.

- a. Ensuring that the team is registered in the desired sport before the deadline date and that all registration information is provided. You will need to provide a second contact with a local phone number, email address and any playing preferences.
- b. Attend the captains' meeting; make sure that roster and waivers have been completed.
- c. See that all players are aware of all IMS policies and sport rules, and schedules. Visit [www.esportsdesk.com](http://www.esportsdesk.com), (search UCIS) for all standings and schedules.
- d. Be sure that all members of your team meet IMS eligibility requirements.
- e. Ensure that the online waivers have been completed before your team's first game.

**No waiver, No play, No Exceptions**

- f. Assist the IMS program with the recruitment of individuals interested in sports officiating.
- g. Team captains are the only ones allowed to communicate with the League Coordinators and the Coordinator of Intramurals & Recreational Sports.

During competition the captain's responsibilities are:

- a. Check in with the Intramural staff and official(s) on site before your scheduled game. Verify that players all are eligible to participate.
- b. Cooperate fully with officials/student & administrative staff regarding enforcement of policies and procedures.
- c. Provide extra personnel, such as scorekeepers, linesmen when required.
- d. Captains will be suspended for one (1) game if the team receives a Fair Play rating of 1 or less in any game.

Maintain control of your team and spectator behavior in terms of conduct, safety, and sportsmanship before, during and after your intramural game. You will be held responsible and shall not allow team members to participate if they have been consuming alcohol and/or drugs prior to your contest.

In the event a player and/or spectator are ejected from the game, the captain assumes immediate responsibility for ensuring the player(s)/spectator(s) cooperate and leave the vicinity. The game will not resume until the ejected individual has left.

Notify the IMS Staff of any safety hazards/injuries/concerns regarding equipment, facilities. Please share with your team the intramural policy regarding first aid supplies and the need to prepare yourselves to play.

At the conclusion of your game, verify the result and score are correct and sign the game sheet.

Respond to league coordinators communication in a timely manner.

#### **VII. SKILL LEVELS & SPORTS TIERING SYSTEM**

Competition is divided into three divisions: Men's, Women's, & Mixed. In the mixed divisions, men and women participate together and special rules are in effect to equalize competition.

The Intramural Sports Program offers two skill levels of play: competitive and recreational. Each player or team is encouraged to select the level that best suits his or her skill and interest.

**"COMPETITIVE"** leagues are for players whose skill level is average to above average, and who want to compete in a competitive environment. Competitive leagues have officials, playoffs and standings and are often tiered for different playing abilities. Mixed competitive leagues have gender minimums.

**"RECREATIONAL"** leagues are for players, whose skill level is less than average or do not want the competitive atmosphere and are more interested in playing for pure enjoyment and may be new to the sport. THESE LEAGUES ARE GEARED FOR PARTICIPATION, NOT COMPETITION. There are no standings, officials, or playoffs in recreational leagues.

**"OPEN"** leagues are still considered mixed leagues, but do not require gender minimums to participate.

This system is meant only as a guideline, to assist you in determining the appropriate level of competition for your team.

**"A"** – Players would have advanced skills and knowledge of the rules. They usually would have played at an elite level. Teams are highly competitive.

**“B”** – Players would have intermediate to advanced skills and knowledge of the rules. They would have played with competitive high school or with city leagues. Teams are still competitive.

**“C”** – Players would have basic to intermediate skills and knowledge of the rules. They would have played with competitively in jr. high or sr. high school.

**“D”** – Players are new to the sport – just learning to basic skills and rules. Emphasis is on fun over competition but still want a competitive atmosphere.

All sports have a minimum number of players required to be present at the game before the game may start.

**If minimum numbers are not met, a default will be declared.**

**Mixed Leagues** must have a minimum of one (1) player of the opposite gender present at the start of the games to avoid a default.

1. **Hockey** - must have six (6) players to start the game, does not have to include a goalie.
2. **Indoor Soccer** - must have four (4) players to start the game does not have to include a goalie.
3. **Curling** – must have two (2) players to start the game.
4. **Basketball** - must have four (4) players to start the game.
5. **Volleyball** - must have four (4) players to start the game.
6. **Floorball** - must have three (3) players to start the game does not have to include a goalie.
7. **Outdoor Soccer** - must have seven (7) players to start the game does not have to include a goalie.
8. **Dodgeball** – must have five (5) players to start the game.
9. **Touch Rugby** - must have five (5) players to start the game.
10. **Spikeball** – must have two (2) players to start the game.
11. **Badminton (singles)** – must have one (1) player to start the game.
12. **Badminton (doubles)** – must have two (2) players to start the game.

Team captains, in conjunction with the referee(s) may mutually agree upon changes concerning the team starting numbers and alter team requirements **with the approval of the onsite supervisor and must be noted on the game sheet.**

In mixed leagues teams may play with only one (1) players of the opposite gender and the total must meet the league minimum requirement, the other spot must remain empty until the second player of the same gender shows up.

**VIII. CONDUCT OF PARTICIPANTS**

1. **Conduct by any participant may be referred to the University of Calgary’s office of Non-Academic Misconduct.**
2. Captains are responsible for the actions of his or her team. It is the responsibility of all captains to review all policies and rules with their players. Captains are responsible for completing the roster.
3. Any unsportsmanlike conduct by an intramural participant will result in their suspension from that game and possible further suspension. **Captains may also be suspended for the actions of their team.**
4. Deliberate injury or a deliberate attempt to injure an opponent will result in automatic suspension from all intramural activity for at least one (1) year.

5. Harassment and verbal abuse of officials, intramural sports (IMS) staff, Active Living staff or other participants will result in ejection from the game. It can also result in up to a lifetime suspension from all intramural sports activities. Striking an official will result in an automatic life suspension from all intramural activities.
6. Fighting will result in automatic suspension from all intramural activities for a minimum of one (1) year. Any attempt to instigate an altercation will be considered a fight.
7. The involvement of two or more team members in a fight will may result in the removal of the entire team from the league. All participants involved in a fight will be suspended. All players registered on the game sheet will be suspended from that sport for the current term, and the subsequent term.
8. An entire team (consisting of all players registered on the game sheet) may be disqualified from play for the following infractions:
  - a. Harassment of Intramural staff by more than one of its players
  - b. Flagrant unsportsmanlike conduct
  - c. Departing the field of play before the completion of the game.
  - d. Playing with an ineligible player
9. Alcohol, tobacco, and any illegal contraband products are not permitted in the playing area. This includes dressing rooms; spectator stands and team benches. Players will be removed from games/playing areas if, intramurals staff deem necessary.
- 10. Intramural Staff reserve the right to have a player or team removed from play if he/she deems it necessary, without further discipline to the player or team.**
11. All participants must show photo identification at all IMS games.
12. Ejection from an intramural sports game will result in an automatic one game suspension to be served at the teams' next game immediately following the ejection.
13. Participants whose suspensions are 1 Year and over in length must successfully complete an Anger Management Course (approved by the Intramural Council) to further participate in Intramural Sports after their suspension. The Anger Management Course is under the monetary responsibility of the participant. Course Participation is under the discretion of the Intramural Sports Council

## **IX. DEFAULTS**

A default will occur when a team fails to appear or fails to have the minimum number of players necessary to start the game. Teams will have ten (10) minutes, five (5) for ice hockey, after the scheduled start time to field the minimum number of players needed to start the game, failing to do so will result in a default. Team captains, in conjunction with the referee(s) may mutually agree upon changes concerning the team starting numbers and alter team requirements with the approval of the onsite supervisor and must be noted on the game sheet. Game time will then be altered to fit the scheduled time slot.

To ensure the payment of default bonds, **a returnable default bond of sixty (\$60) dollars is required at the team's first game.** This bond is to be sealed in an envelope (with team name, league, semester, Captain's name, and contact info, and "Default Bond" written on the front) and handed in to the Intramural League Coordinators. Following a default, the defaulting team will forfeit this bond to the intramural programs. To continue to play a second (2<sup>nd</sup>) default bond of one hundred twenty (\$120) is required before the teams' next game. A second default will result in again the forfeit of the second (2<sup>nd</sup>) default bond to the intramural programs, and removal of the team from the league. If teams do not default during the season, the bond will be returned to the team/person whose name is on the envelope at the end of the season, including playoffs. Failure to submit the bonds will result in the team being declared ineligible and removed from the league and all players receiving a delinquent status.

Badminton and Spikeball default bonds are one hundred (\$100) for both the first (1<sup>st</sup>) and second (2<sup>nd</sup>) bonds.

All defaults will result in a fair play rating of two (2) and -3pts from the standings. (Fair play may be later adjusted by Intramural League Coordinators)

Individual teams are exempt from the default bond policy and all games will be declared a forfeit in the event they do not have the minimum players show up to the scheduled game.

Teams that give Intramural Sports a minimum of **twenty-four (24) hours'** notice that they will not be able to field a team will not be charged with a default, the game will be declared a forfeit.

Defaulted games will not be rescheduled.

Default bonds will be returned at the conclusion of the season (including playoffs). Teams will need to plan with Supervisor of Recreational Sports to pick up their refund. Teams that fail to retrieve their bond after two (2) months following the conclusion of the league will forfeit their bond to the Intramural Sports program. Bonds will only be released to the player that originally submitted it.

#### **X. APPEALS and PROTESTS**

All appeals and protests must be received immediately through email by the Intramural Sports office following a game and or notification of suspension. **A one (1) game suspension is not subject to appeal.**

1. Protests concerning eligibility or misapplication of a rule shall be accepted. Protests concerning an official's judgment shall not be considered.
2. Protests concerning a rule application must be made on the field of play to the Intramural staff by the team captain at the time of the occurrence. A decision on the protest will be made at this time.
3. Protests will be reviewed by Intramural Sports Council and game results adjusted accordingly.
4. Protests must be submitted within twenty-four (24) hours from the date of the incident.
5. Suspension appeals must be submitted within twenty-four (24) hours from the date of the suspension notice.
6. Suspended players are not allowed to attend games during the appeal process. Captains may not appeal on behalf of suspended players.
7. Missed appeal meetings will result the original suspension being upheld. 24hours notice is required to reschedule.

#### **XI. PLAYOFFS**

Number of teams to be included in a league's playoffs will be determined by the Intramural Council according to facility availability. Wherever possible, Intramurals will try to have a minimum of fifty (50) % of the teams registered in the league to be included in playoffs. To be eligible to participate in playoffs teams are required to have a record of five hundred (.500) and an average fair play rating of 3.5 for the full season. At the end of the regular season if a team has an average fair play ranking below 3.5, they will **not** be eligible to participate in league playoffs regardless of their position in the standings. All team members are required to play in a minimum of one (1) of their team's **regular** season games to be able to play in playoffs.

Tie-breaking procedures will follow the following format:

- a. To be determined by Intramural Sports Council.
- b. Fair play rating – 3.5 average or higher over Regular Season games
- c. Number of wins
- d. Head-to-head record (may not apply when multiple teams are tied)
- e. Points/goals for – Points/goals against



## **XII. FAIRPLAY PROGRAM**

The fair play program is an integral part of maintaining a safe, fun, and enjoyable atmosphere for all involved in Intramural Sports. The fair play program rewards those teams that compete in a sportsmanlike manner. The program does not allow those teams with a record of poor sportsmanship to participate in league playoffs. Fair play scores are at the coordinator's discretion.

It is the goal of this program to make all participants aware of the importance of sportsmanship and fair play and to make Intramural Sports more enjoyable for all who participate.

After each game Intramural staff will rank the fair play of the teams on a scale of zero (0) to five (5), by answering the following question:

**"Have the teams significantly contributed to the enjoyment of this game in spirit of sportsmanship and Fair play?"**

<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Default/ Player Ejection</b>	<b>Un Sportsmanship</b>	<b>Poor Sportsmanship</b>	<b>Average Sportsmanship</b>	<b>Good Sportsmanship</b>	<b>Excellent Sportsmanship</b>
Conduct which undermines Intramural Sports main objectives and goals. Includes infractions against our policies and procedures such as (but not limited to): Fighting, physical abuse, verbal abuse, harassment, ejections, or any behavior(s) which undermines the safety of participants and staff.	Conduct which undermines Intramural Sports main objectives and goals. Can also include infractions against our policies and procedures such as (but not limited to): verbal abuse, harassment or any behavior(s) which undermines the safety of participants and staff.	Conduct which undermines Intramural Sports main objectives and goals such as (but not limited to): verbal abuse, harassment. Teams display a negative attitude during game play.	Conduct which follows Intramural Sports main objectives and goals. Team's conduct has no infractions against Intramurals Policies and Procedures	Conduct which provides a fun and safe environment for sport in a recreational or competitive setting. Teams display a cheerful outlook during game play.	Conduct which provides a fun and safe environment for sport in a recreational or competitive setting. Teams show respect on the playing field to participants and staff. Examples include Helping set up or take down equipment, end of game handshakes and congratulating the opposing team for a good play.

\*For further clarification please contact Intramural Sports\*

A player ejection will result in an automatic rating of zero (0). Defaults are a rating of two (2). Both may be adjusted by the Intramural League Coordinators at their discretion.

#### **XIV. SCHEDULES AND STANDINGS**

Please go to [www.esportsdesk.com](http://www.esportsdesk.com) (search UCIS).

Captains should validate the standings/scores and report any discrepancies ASAP.

There will be no changes made to schedules during the season unless made by the Intramural League Coordinators. All teams will be scheduled for the published number of games for that league.

#### **XV. PLAYING FEES & REFUNDS**

A playing fees are required to register for all intramural activities and must be paid at the time the registration is made. The playing fees will be refunded in full if the league, or event is cancelled by the Intramural Sports department. Refunds (minus the administration fee) are available if the withdraw is done before the posted registration deadline date for that league or event. There are no refunds after the registration deadline has passed. Failure to field a team, show up, failure of opponents to show up, or otherwise dropping out of the league are not acceptable reasons for a refund.

The IMS program guarantees the number of games that teams will be scheduled but cannot guarantee that games will be completed due to the following: facility changes, games lost due to weather, and/or defaults/forfeits. Games cancelled after more than thirty (30) minutes of play, or one (1) half of play will be considered a completed game.

Defaulted/Forfeited games will not be rescheduled. We will attempt to reschedule games that are postponed due to inclement weather, however if the schedule does not allow it, these games will be declared unplayable.