

# Policies and Procedures

Revised April 2025

Intramural Sports' main objective is to provide a variety of quality sports leagues and tournaments for all students, staff, faculty, alumni, and the public. The program is operated by Active Living student employees who intend to provide sporting enjoyment to their fellow students. 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. REGISTRATION, PLAYING PREFERENCES & REQUESTS**

You have the option to register a team as a team captain or as an individual player. Individual players will be placed on a team together by Intramurals Coordinators.

You can pay using cash, debit, or credit card. You can register:

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

When registering a team, please provide the following: team name, a valid phone number, and any playing preferences.

Teams are permitted to submit playing requests; however, policies may vary from sport to sport. Please refer to the sport's event description for details and for league days/times. Playing requests cannot be accommodated for playoffs. Intramurals will attempt to accommodate at least fifty percent (50%) of requests per team, depending on facility restrictions and league dynamics.

**Playing requests will not be accepted after the registration deadline.**

Teams that do not make requests for playing requests will be scheduled at any of the available times, at random. 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.

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. Intramurals will attempt to reschedule games if the facility schedule allows, otherwise, these games will be declared unplayable. No refunds for unplayable games. Games that are cancelled after fifty percent (50%) of playing time will be considered a completed game and the score will be upheld.

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

## **II. ELIGIBILITY**

Participants must be at least eighteen (18) years old or Ucalgary students. All Intramural participants must be listed on the team roster with a signed waiver to be eligible to play.

Eligibility restrictions are necessary to provide fair opportunities for participation.

Ineligible participants include, but are not necessarily limited to:

- a. Current intercollegiate varsity athletes (participating in the same sport of the current academic year)
- b. Current professional athletes (in the same or similar sport)
- c. Current national team athletes (in the same or similar sport)
- d. Suspended and or delinquent participants.

A player may be rostered to play on more than one (1) team in the same sport, provided they are different leagues, or divisions as determined after the seeding round. For example, the following scenarios are prohibited:

- a) A player on two (2) teams in the men's basketball A division
- b) A player on a men's basketball A team and men's basketball B team, during the seeding round

**Captains are expected to verify eligibility of their team players prior to creating their roster. Failure to do so will result in according sanctions.**

To verify eligibility, players are expected to show up fifteen (15) minutes early to every game to check in with the onsite supervisor.

- ID - All players must show their own physical photo identification to the supervisor prior to all games.
- Check In - Each player must legibly print their own first and last names on the game sheet, prior to participation in the game. Players that come late must still check in with the league supervisor and/or scorekeepers prior to entering game play.

## **III. ROSTERS & WAIVERS**

Rosters must be completed by the team captain by the roster deadline (as specified by the league coordinator) for all leagues, both competitive and recreational. After the roster deadline, only the league coordinators can make roster changes, through exceptional circumstances.

When inputting your roster, you will need the emails linked to your players' Active Living/Student Profile. Players that do not have/know this email address must have one retrieved through Client Services ([active@ucalgary.ca](mailto:active@ucalgary.ca)).

**The team captain must designate an alternate captain on the roster.**

Captains must let their players know once they've been added to the roster as, they will then be required to complete the online waivers via their Active Living profiles. Waivers must be completed a minimum of twenty-four (24) hours before the team's first game. **Waivers are required for each sport and for each semester and are required for eligibility.**

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**

#### **IV. 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.

General Captain Responsibilities:

- Read the information/links provided by the league coordinator and complete the captain's quiz.
- Ensure that the team roster and all waivers have been completed before the deadlines.
- See that all players are aware of all IMS policies, sport rules, safety measures and schedules.
- Confirm that all members of your team meet all IMS eligibility requirements.
- Assist the IMS program with the recruitment of individuals interested in sports officiating.
- Respond to league coordinators communication in a timely manner.
- Notify the IMS Staff of any safety hazards/injuries/concerns regarding equipment, or facilities.
- Submit a default bond at the beginning of the season.

During competition the captain's responsibilities are:

- Check in with the Intramural staff and official(s) on site before your scheduled game.
- Direct your team to check in with the supervisor.
- Cooperate fully with officials/student & administrative staff regarding enforcement of policies and procedures.
- Maintain control of your team and spectator behavior in terms of conduct, safety, and sportsmanship before, during and after your intramural game.
- At the conclusion of your game, verify the result and score are correct and sign the game sheet.

You shall not allow team members to participate if they have been consuming alcohol and/or drugs prior to your contest. Captains will be held responsible for the behavior of their team and spectators and may be suspended accordingly.

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

Competition is divided into three divisions: Men's, Mixed, and Open. Open leagues are still considered mixed leagues, but do not require gender minimums to participate.

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 their skill and interest.

**"RECREATIONAL"** leagues are for players who are beginners or new to the sport and are playing for pure enjoyment. THESE LEAGUES ARE GEARED FOR PARTICIPATION, NOT COMPETITION. There are no standings, officials, or playoffs in recreational leagues.

**"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.

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.

## **VI. CONDUCT OF PARTICIPANTS**

Participants are expected to contribute to a fun environment and culture of positive sportsmanship, as per Intramurals' primary objectives.

1. **Conduct by any participants or spectators may be referred to the University of Calgary's office of Non-Academic Misconduct.**
2. Captains may also be suspended for the actions of their team.
3. 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.
4. 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

For specific infractions and consequences, please refer to our suspension guidelines: <https://active-living.ucalgary.ca/programs/sports-programs/intramuralsrec-sports/intramural-suspensions>

## **VIII. DEFAULTS & FORFEITS**

Teams will have ten (10) minutes or five (5) for ice hockey after the scheduled start time to have the minimum number of players checked in and fully prepared to play at the playing surface. Failure to do so will result in a default. Defaulted or forfeited games will not be rescheduled.

If a team should fall below the minimum number of players (due to penalties, injuries, etc.) throughout the game, it will be cancelled. Games that are cancelled after fifty percent (50%) of playing time will be

considered a completed game and the score will be upheld. If the game is cancelled before fifty percent (50%) of playing time, it will be considered a forfeit.

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 and the game will be declared a forfeit. Forfeits will be considered as a loss with scores inputted as specified in individual sport rules. Fair play will be at the league coordinators discretion.

Team captains in conjunction with the referee(s) may mutually agree upon changes concerning the team starting numbers and or gender minimums at the site of the game. Any adjustments must be approved by the onsite supervisor and noted and signed off on the game sheet. Game time will then be altered to fit the scheduled time slot; all games will end at the originally scheduled time.

**Mixed Leagues** must have a minimum of one (1) player of the opposite gender present to avoid a default. The other spot must remain empty until the second player of the same gender shows up.

1. **Hockey** - must have six (6) players to start the game (does not have to include a goalie).
2. **Indoor Soccer** - must have five (5) players to start the game (does not have to include a goalie).
3. **Basketball** - must have four (4) players to start the game.
4. **Volleyball** - must have five (5) players to start the game.
5. **Outdoor Soccer** - must have seven (7) players to start the game (does not have to include a goalie).
6. **Dodgeball** – must have five (5) players to start the game.
7. **Spikeball** – must have two (2) players to start the game.
8. **Badminton** – must have one (1) player to start the game.
9. **Flag Football** – must have five (5) players to start the game.
10. **Pickleball** - must have one (1) player to start the game.

To ensure the payment of default bonds, the team captain must submit **a returnable default bond at the team's first game**. This bond is to be CASH sealed in an envelope and handed in to the onsite supervisor. The following information must be listed on the envelope: team name, league, semester, Captain's name, and "Default Bond" written on the front. If the captain is unable to submit the default bond, another player must submit one with their name on the envelope. Failure to submit the bonds will result in the team being removed from the league and all players receiving a delinquent status.

This bond will be returned to the person who submitted the bond at the end of the season (including playoffs, if applicable) if the team does not default. 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.

In the case of a default, this bond will be taken by the Intramurals council. To remain in the league, the team must provide a second default bond to the league coordinator. A second default will result in the forfeit of this bond to the Intramurals council and the final removal of the team from the league.

All defaults will result in a fair play rating of zero (0) and negative one (-1) points from the standings (fair play may be later adjusted by Intramural League Coordinators).

Badminton, Spikeball & Pickelball default bonds are one hundred dollars (\$100) for the first bond and sixty dollars (\$60) for the second bond. For all other sports, the first default bond will be sixty dollars (\$60) and the second bond will be one hundred and twenty dollars (\$120).

#### **IX. SUSPENSION APPEALS**

All appeals must be sent by email to the Intramural Sports council within twenty-four (24) hours of the suspension notice being sent. **A one (1) game suspension is not subject to appeal.**

1. Suspended players are not allowed to attend games during the appeal process. Captains may not appeal on behalf of suspended players.
2. Missed appeal meetings will result the original suspension being upheld. Twenty-four (24) hours' notice is required to be rescheduled.
3. Suspension appeals are expected to be in person and will be based on the availability of the student coordinator.

#### **X. PLAYOFFS**

The number of teams 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 percent (50%) of the teams registered in the division included in playoffs. To be eligible to participate in playoffs, teams are required to have a minimum record of five hundred (.500) and a minimum average fair play rating of 3.5 for the regular season. If a team has an average fair play ranking below 3.5 at the end of the regular season, 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 ultimately be determined by the league coordinator, in consideration of the below factors:

- Fair play rating – 3.5 average or higher over Regular Season games
- Number of wins
- Head-to-head record (may not apply when multiple teams are tied)
- Points/goals for – Points/goals against

#### **XI. FAIR PLAY 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 teams that compete in a sportsmanlike manner. Fair play scores are decided by the referees immediately after games but are ultimately 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.

Fair play will be ranked 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 fair play rating of zero (0). Defaults are a fair play rating of zero (0). Both may be adjusted by the Intramural League Coordinators at their discretion.

## **XII. 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.