

## British Columbia Institute of Technology – Recreation Services Intramurals Procedures & Guidelines

### Intramural Employees

1. The Intramurals Staff have authority over all on-site decisions regarding any intramural activity. Intramurals Staff can act as an Official at any point during any intramural games; they hold maximum authority to ensure the activity runs in an appropriate and safe manner, including authority to remove any participants from the activity site who are not adhering to BCIT policies, Recreation Services guidelines, BCIT Intramurals Procedures & Guidelines, sport rules, or to cancel a contest at any time.

In the case of any ambiguous guidelines, expectations, sport rules, safety of participants, BCIT policies, and/or the integrity of the league comes into question, the Intramurals Staff and/or Sports Programs and Intramurals Coordinator have final authority over all aspects of any intramural activities.

### Eligibility

1. All **current** BCIT students, faculty, and staff members are eligible to participate in intramural activities if they are an active BCIT Student or Employee ID. A current BCIT ID card must be scanned at the recreation front desk, and shown to Intramurals Staff during activity check-in. **Note:** BCIT students must be enrolled in one or more academic courses at the institution and are considered Active from the first day of course(s) until the last day of course(s) only. If your classes end prior to finish of Fall or Winter Intramurals you will be unable to continue playing.
2. Teams should be ready to play at least 10 minutes before game time and players must sign the game sheet, at the check-in desk, prior to playing. BCIT ID cards must be presented at the time of signing-in and the ID card will be taken.
3. In some sports, numbered jerseys will be provided to each player and participants are responsible for returning the jersey immediately after the game(s). Once the jersey is returned the BCIT ID card will be returned.
4. Participants may not compete in multiple leagues for a particular sport that runs on the same day or a league that runs on multiple nights.
5. Players cannot switch teams within a league for the duration of the season and playoffs.
6. Any team caught playing with an ineligible player will forfeit any points gained in the standings with that player and will be handed default losses for the associated game(s). The Sports Programs and Intramurals Coordinator reserves the right to remove the participant and/or the team from the league if one or more players are deemed to be ineligible.
7. To qualify for playoffs, players must be formally registered on the team roster and have played 2 games during the regular season.
8. Any individuals suspended from any area within Student Services are also considered suspended from Recreation Services (and all associated activities) for the duration determined by the Operations Coordinator and/or Associate Director of Student Life.
9. It is the responsibility of the team captains to check with Intramurals Staff or the Sports Programs and Intramurals Coordinator regarding questions over any individuals' eligibility.

10. Current Intramurals Staff are not eligible to be designated official team captain.
11. By registering for any intramural programs and signing the team registration form, participants give consent to BCIT for photographs or video taken during intramurals & reproduce such photographs or videos for use in BCIT promotional materials or publications. Participants may withdraw photo consent at any time by contacting the Sports Programs and Intramurals Coordinator.

### **Team Captain Responsibilities**

1. Captains are responsible for informing and ensuring their team abide by all guidelines, policies, and procedures throughout the duration of the league program.
2. Captains are responsible for signing the score sheet before the start of each game.
3. Captains are responsible for ensuring all players of their team for any given match have signed in on the scoresheet. See Section 4 for playoff eligibility procedures.
4. Captains are responsible for maintaining communication with the Sports Programs and Intramurals Coordinator for all Intramural-related matters.
5. Captains are responsible for managing their team's (including team's spectators, if applicable) sportspersonlike conduct and making corrective action (if required).
6. Captains are responsible for confirming the correct score is recorded.

### **Team Schedules**

Team schedules will be created and emailed to team captains prior to the first game of the season. All schedules will be made with every attempt to keep the season schedule fair for all teams; scheduling accommodations for legitimate schedule constraints will be assessed on a case-by-case basis. The Sports Programs and Intramurals Coordinator has full authority to modify the schedule during the season and as such, season schedules may change throughout the season for acceptable reasons only. Affected teams will be contacted by email with sufficient notice.

### **Team Name Expectations**

Intramural teams must select team names that promote sportspersonship, are not offensive to individuals/groups protected by the Canadian Charter, comply with all Institution Policies and Procedures and be deemed appropriate for the school environment. Team names are subject to approval by the Sports Programs and Intramurals Coordinator.

### **Forfeits and Concedes**

1. A team will forfeit if:
  - a. One or more members in a team do not have an Active BCIT Student or Employee ID card and/or are otherwise deemed to be ineligible for intramural activity.
  - b. They have less than the required number of players for the designated sport (see sport rules for specific number).
  - c. A team does not have enough eligible players 10 minutes after the scheduled start time.
  - d. Players are injured during the game, resulting in too few players to continue the contest.

- e. Players are ejected during the game, resulting in too few players to continue the contest.
  - f. The game is cancelled at the discretion of the Intramurals Staff or the Sports Programs and Intramurals Coordinator due to instances of unsportspersonlike conduct.
  - g. Conduct from non-playing members and/or spectators associated with the team becomes unmanageable and/or uncontrollable.
2. A forfeit constitutes a loss in the standings.
  3. If a team forfeits a game, they will automatically be removed from the league and replaced with a waitlist team. If a waitlist team does not exist, the team in question must pay a fine of \$25.00 to remain in the league. This fee must be paid at the Recreation Office two business days prior to their next scheduled game.
  4. To avoid a forfeit, a team captain can e-mail the Sports Programs and Intramurals Coordinator by 1:00pm the day before their scheduled game and concede the game. The team will receive a loss in the standings but will remain in the league without further penalty. The possibility of rescheduling will be assessed on a case-by-case basis and is dependent on opposing team's willingness and availability.
  5. Team Captains must notify the Sports Programs & Intramurals Coordinator as soon as possible if they know they will not have enough players for a match. On a case-by-case basis, other alternative arrangements can be made.
    - a. Three strike policy for teams that are short players. The fourth game, if short players again, will constitute an automatic forfeit.
    - b. Teams that are short players may add a day-of substitution to play in a single game. Substitutions must be eligible to play in Intramurals (ie. Active BCIT Student or Staff). Day-of substitutions are added manually to the scoresheet for a single game and are not eligible to continue playing in the league unless formally added to the roster.
    - c. Teams that are short players may borrow players from another team within the league if the opposing Captain is aware and agrees. In the event the opposing Captain does not agree to allow borrowed players, the team that is short will receive a default loss in the standings and must pay the last-minute default fine in order to remain in the league.

### **Participant Conduct**

All participants are expected to exhibit good sportspersonship, fair play, and abide by all Institution policies, BCIT Intramurals Procedures & Guidelines and sport rules for the scheduled activity. Access to all Recreation Services, including intramural activities, is a privilege that can be revoked at any time.

### **Sportspersonship**

Teams and players are expected to exhibit sportspersonlike conduct throughout every contest. Delay of the game, obscene language or gestures, and arguing with the staff constitutes unsportspersonlike behavior. Players may be penalized, ejected from the game, or possibly suspended from further games depending on the severity of the offense.

The Intramural leagues place a high demand on each individual player being morally bound by the guidelines and expectations. There is a high expectation for individuals to maintain a high level of

sportspersonship through responsible behavior. It is assumed that no player will intentionally violate the rules.

### **Sportspersonship Program**

Sportspersonship is a critical aspect of any sport at any level; the program rewards teams that compete with integrity, credibility and demonstrate leadership qualities during participation of intramural activities. After each game of the regular season, Intramural Student Staff will provide a ranking on a scale of 0-5 by answering the following: "Did the team significantly contribute to the enjoyment of this game in spirit and sportspersonship?"

- 0 – Poor Sportspersonship (fight, player ejection, etc.) or Default without 2 days' notice
- 1 –
- 2 –
- 3 –
- 4 –
- 5 – Good sportspersonship

Should a game official give a score to a team equal to, or less than 3, that team will be contacted by the Sports Programs and Intramurals Coordinator and provided a written statement of why that decision was made, in addition to further consequences explained. Teams that have an average cumulative sportspersonship score below 4 will be disqualified from participating in playoffs. Ranking appeals must be sent to the Sports Programs and Intramurals Coordinator. Revisions will be assessed and mutually agreed upon by the attending Intramural Student Staff and the Sports Programs and Intramurals Coordinator.

In cases where unsportspersonlike acts occur, the following rules will apply:

1. A zero-tolerance rule is in effect regarding language that can be reasonably/responsibly understood as inappropriate. For example: foul language, racial slurs, verbal abuse and slander will not be tolerated. Team captains and specific participant will be warned on the first occurrence and the player(s) involved will be immediately ejected from the game on subsequent occurrences.
2. Any participant who intentionally injures or jeopardizes the safety of other participants will be ejected from the game immediately and will be subject to a one-year suspension from intramural activities.
3. Fighting is unacceptable in any intramural activity and will result in a minimum three-week suspension from all intramural activities, as well as suspension from that activity for the remainder of the season. This also includes any physical altercations.
4. Any non-physical altercation between participants will result in a meeting with the Sports Programs and Intramurals Coordinator and a suspension may follow. Disciplinary measures may be taken regarding non-physical altercations.
5. Deliberate physical altercation or non-physical altercation with any Intramural Student Staff will result in a minimum of a one-year suspension from all intramural activities.

6. Any player ejected from a game because of unsportsmanlike conduct must meet with the Sports Programs and Intramural Coordinator regarding their continued participation with the intramurals program before they are eligible to compete again.
7. At the start of each game, team must designate a captain for that game. Only the designated captain may approach an Intramural Student Staff or Official with a complaint during a game. If the players other than the captain challenge or question the Intramural Student Staff or Official, the game may be cancelled and the offending team will be given a forfeit.

### **Conduct of Spectators**

1. Spectators are allowed during regular season games.
2. Spectators are both welcome and encouraged to attend Championship events.
3. During league programs and events, spectators or team followers not acting in an appropriate manner will be asked to leave the playing area and/or facility by Intramurals Staff and/or Sports Programs & Intramurals Coordinator. Sportsmanship score may be impacted by spectators associated with teams.

### **Controlled Substances**

Participants and spectators of intramural activities who are impaired by alcohol, drugs or other causes will be immediately ejected from the activity and may be further asked to leave campus at the discretion of BCIT Campus Security. Ejection decisions related to impairment are not grounds for protest.

### **Conduct Issues**

Any conduct that occurs on the premises of Recreation Services and/or while participating in Recreation activities that violates Institution (ex: Policy 5102), Recreation Services Guidelines and/or Intramurals Procedures & Guidelines is subject one to one or more of the following escalating outcomes:

1. Verbal warning
2. Ejection
3. Written warning
4. Meeting with Sports Programs and Intramurals Coordinator and Operations Coordinator
5. Suspension from intramural activities
6. Suspension from Recreation Services
7. Non-Academic Student Conduct investigation and outcome meeting(s) with Recreation Operations Coordinator and Associate Director of Student Life

**Note:** Certain actions, such as abuse of any kind towards other participants or staff, will result in immediate escalation to the Non-Academic Student Conduct outcome.

### **Appeals**

Decisions made by the Intramural Student Staff or Officials on protested and disciplinary matters can be appealed by members of the affected team. All appeals must be made within two business days of the incident in order to receive a decision. Appeals must be typed and submitted to the Recreation

Office or submitted via e-mail to the Sports Programs and Intramurals Coordinator, which will then be followed up by the Operations Coordinator. **Note:** Appeals cannot be made regarding decisions over a one-game suspension.

### **Attire**

Intramural Student Staff have the right to request removal of any equipment, jewelry, or accessory which they deem to be dangerous or inappropriate for the activity.

1. All jewelry must be removed or taped over from visible parts of the body before participants are permitted to play.
2. No eyeglasses are allowed. Regulated over-the-glass safety goggles or sports goggles are allowed. Goggles can be borrowed from the recreation front desk.
3. All hats must be backwards if worn.
4. Any braces must be fully padded with no moveable/sharp area showing.
5. Participants are encouraged to wear mouth guards at all times.
6. No jeans, cargo pants, cargo shorts, or any attire with protruding metal or pockets, may be worn during any intramural activities.
7. Footwear appropriate for the sport being played must be worn at all times. (ie non-marking shoes in gym). Participants without appropriate footwear will not be permitted to play.

### **Blood and Fluid Spills**

1. Any person(s) with visible blood on themselves or on their clothing will be immediately asked to stop playing. They will only be permitted back into an activity after the clothing has been removed, the blood flow has stopped, or the affected area has been bandaged. Teams and players are asked to bring extra clothing to a game in case of this occurrence.
2. A game will be stopped if any body fluid spill occurs on the playing area, until such time spill can be appropriately cleaned and sterilized.

### **Refund Policy**

Teams that have paid a fee to play in a league are eligible for a refund if either their league has been cancelled, or no games have been scheduled for their league. They may receive a refund on a pro-rated basis that reflects the number of regular-season games lost due to the cancellation. No refunds are given to teams that forfeit.

If games and/or a season are cancelled due to extenuating circumstances, a pro-rated refund may be issued that reflects the number of regular-season games lost due to the cancellation. Extenuating circumstances include provincial orders, campus or building closures and extreme staffing shortages. Refund requests for circumstances outside those listed will be assessed by the Sports Programs and Intramurals Coordinator on a case-by-case basis.

## Definitions

1. **Intramurals Staff:** A Recreation Services staff member who is responsible for the supervision of Intramural activity.
2. **Active BCIT Student:** All full-time and part-time students from the first day of course(s) until the last day of course(s) only. Must have an Active #A0.
3. **Active BCIT Employee:** Currently working at BCIT as an internal employee. Must have an Active #A0.
4. **Ejections:** An incident has occurred where the BCIT Intramurals Coordinator, Intramural Student Staff, or Official has sanctioned participant(s) for the reasons (including but not limited to) first warning regarding language, any unsportspersonlike behaviour, intentionally jeopardizing safety of others.
5. **Non-judgment calls:** factual results or ruling
6. **Non-physical altercations/violence/aggression behavior:** including but not limited to spitting, throwing of objects, direct/interpersonal space intimidation or posturing.
7. **Physical altercations:**
  - > **Fighting:** one punch thrown or landed
  - > **Physical contact:** Any physical contact, such as but not limited to pushing, shoving, head butts, body slams, chest bumping, slapping and kicking.
8. **Unsportspersonlike conduct:** Including but not limited to verbal abuse or taunting of an opponent, an excessive celebration following a scoring play, or fictitious injury.
9. **Intentional Cheating:** Any willful and deliberate act to violate the rules, regulations, policies, or spirit of the game or overall Intramurals program. This includes but is not limited to using unauthorized equipment and/or recruiting ineligible players.