

British Columbia Intuition of Technology Recreation Services - Intramurals Policies and Procedures

Intramural Employees

1. The Intramural Student Staff are in charge of all on-site decisions regarding any intramural activity. Consequently, the * Intramural Student Staff can act as an *Official* at any point during any intramural games. The * Intramural Student Staff and the assigned Officials have maximum authority to ensure the activity runs in and appropriate and safe manner. Therefore, they have the authority to remove any participants from the activity site who are not adhering to intramural policies, procedures, and sport rules, or to cancel a contest at any time. In the case of any ambiguous policies, procedures, and sport rules, or safety of participants or the integrity of the league comes into question, the Intramural Student Staff and the 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 as long as they have an active BCIT Student or Employee ID card with them and the card must be show during the team check-in.

^Current BCIT Student= all full-time and part-time students, from the first day of course(s) until the last day of course(s) only. If your classes end prior to finish of Fall Intramurals or Winter Intramurals you will be unable to continue playing intramurals once your classes end.

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 Student ID cards must be presented at the time of signing-in and the ID card will be taken. 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 Student ID card will be returned.
3. 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.
4. Players cannot switch teams within a league for the duration of the season and playoffs.
5. 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). Justin Lee, The Sports Programs and Intramurals Coordinator, also reserves the right to remove the participant and / or the team from the league.
6. Individuals banned from any area within Recreation will also be banned from intramural activities.
7. It is the responsibility of the team captains to check with student staff or Intramurals Coordinator regarding questions over any individuals' eligibility. Team captains are also responsible for relaying information given at Team Captains meeting about BCIT Policies, procedures and sport rules. All participants must sign Team Contracts before being able to participate in BCIT Intramurals.
8. Current Recreation Sport staff and officials may not be the designated team captain.

9. By registering for intramural program 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.

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. *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 to allow for a smooth transition.

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.
 - b. They have less than required number of players for the designated sport (see sport rules for specific number).
 - c. They have less than required number of each gender for co-ed sport, (volleyball and futsal).
 - d. A team does not have enough eligible players 10 minutes after the scheduled start time.
 - e. Players are injured during the game, resulting in too few players to continue the contest.
 - f. Players are ejected during the game, resulting in too few players to continue the contest.
 - g. The game is cancelled at the discretion of the * Intramural Student Staff or the Programs and Intramurals Coordinator due to instances of unsportspersonlike conduct.
 - h. The spectators associated with the team become unmanageable or uncontrollable.
2. A forfeit constitutes a loss.
3. If a team forfeits a game, they will automatically be removed from the league and replaced with a wait list team. If a wait list team does not exist, the team in question can 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 *Programs and Intramurals Coordinator*, Justin Lee, at jlee1167@bcit.ca, two business days prior to 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.

Conduct of Participants

All participants are expected to exhibit good sportspersonship, fair play, and abide by all rules of BCIT Intramural Sports for the scheduled activity. Remember that it is a “privilege” to participate in intramurals, and that can be taken away from you.

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

1. A **No-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 *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 this deliberate act to injury may result in a one-year suspension from all 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 *Programs and Intramurals Coordinator* and a suspension may follow. Disciplinary measures may be taken regarding non-physical altercations. (See Definitions – “Non-Physical Altercations”)
5. Deliberate *physical altercation or *non-physical altercation with any Intramural 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 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 a *Student Staff Member 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. In general, spectators are not allowed, but may be permitted with the approval of the *Sports Programs and Intramurals Coordinator*.
2. It is the responsibility of participants to cooperate with Intramural Recreation Sport staff/employees in controlling spectators or team followers. A team can be given a loss or forfeit if a team is not being cooperative.
3. Spectators or team followers not acting in an appropriate manner will be asked to leave the playing area by the Intramurals Coordinator.

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 Justin Lee at -> jlee1167@bcit.ca. All appeals will be directed to the Programs and Intramurals Coordinator and then followed up by the Operations Coordinator. **Appeals cannot be made regarding decisions over a one-game suspension.**

Attire

The Official or Student Staff has the right to remove 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 the participants are permitted to play.
2. No eyeglasses are allowed. Regulated over-the-glass safety goggles or sports goggles are allowed. Goggles can be purchased at Recreation Services for \$5.00 cash only or borrowed from the Intramural sign-in 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.
3. The First Aid Kit must always be brought in from the equipment. Staff must be wearing proper disinfecting gloves when dealing with a blood or fluid spill.

Controlled Substances

Any person may be ejected from a game or prevented from participating for consumption of a controlled substance either at the activity site (which is prohibited by section 2 of the BC Liquor Control and Licensing Act), or in sufficient quantity prior to the game to significantly impair their participation and / or behavior. Violation of these laws can subject the individual to arrest.

By participating in Intramurals, BCIT students and employees understand that cannabis use is prohibited on BCIT premises (with limited medically-associated exceptions) and that BCIT students and employees are prohibited from attending work, classes, practicums, BCIT-sponsored events, field trips, or volunteer activities (both on and off BCIT premises) while impaired by cannabis.

If, at the discretion of in-game officials or the *Sports Programs and Intramurals Coordinator*, employees or students are impaired by alcohol, drugs or other causes, where the impairment may create an undue risk to them or anyone else, they may be required to leave campus.

The decision to eject the individual can be made by the game Officials and / or the student staff and / or the *Sports Programs and Intramurals Coordinator*. The decision of the Recreation Sport Staff is final and not considered grounds for protest.

Any *non-physical or *physical altercations acts or violations of these policies and procedures expectations may be referred to student judicial affairs policy 5102 – student code of conduct (non-academic) for further follow-up. Participants will be notified when this occurs.

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 amount of **regular-season** games lost due to the cancellation. No refunds are given to teams that forfeit. The *Sports Programs and Intramurals Coordinator* has final authority over all aspects of any intramural activities.

Special Circumstances: Provincial Health Orders

In the event that a season is cancelled or games are unable to be played due to Provincial Health Orders, a pro-rated refund may be issued that reflects the amount of regular-season games lost due to the cancellation.

Team Name Policy

When choosing a team name, please:

- ensure that the selected name is in good taste
- ensure the name is not offensive to individuals or groups and complies with all BCIT Policy and Procedures.

The characteristics protected under this policy are age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation and unrelated criminal convictions.

Team Names will need to be approved by the *Sports Programs and Intramurals Coordinator*.

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 Sportspersonship Program was put in place to ensure a safe and fun experience for all involved. Sportspersonship is a critical aspect of any sport and any level and rewards teams that compete with integrity and credibility. After each game, referees will rank the fair play of each team 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?"

The idea of the sportspersonship system is to encourage teams to participate knowing that referees and officials will be determining a ranking based on their play. At the end of the season, teams will be disqualified from playoffs if their sportspersonship average is below 4. 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*, Justin Lee. That team will be provided with a brief written statement outlining the reasons why that decision was made. Any consequences from a sportspersonship score will also be explained. The ranking is subject to review by the in-game officials and the Programs and Intramurals Coordinator and a final score for sportspersonship will be determined.

**All sportspersonship scores are %100 subject to review by the Programs and Intramurals Coordinator and may be adjusted accordingly. Teams that make arrangements to circumvent the spirit of the sportsmanship rules will be deemed to have intentionally cheated and will face consequences related to intentional cheating.

Scaling:

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

The purpose of the Intramurals Policies and Procedures is to provide a guideline which describes the manner in which the games are to be played. The Intramural leagues place a high demand on each individual player being morally bound to abide by the rules. 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. An intentional foul would be considered cheating and a gross offense against the Sportspersonship values. Highly competitive play is encouraged but never at the expense of mutual respect between players. Such action as taunting, dangerous play, intentional fouling, or other win at all cost behaviors are contrary to the spirit of the game and must be avoided by all players.

***Definitions:**

1. **Intramural Student Staff:** A Recreation Service Sport Staff individual who is responsible for the supervision of Intramural activity. Including Scorekeepers, Officials and Check-In Staff.
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.
3. **Active BCIT Employee:** Currently working for BCIT.
4. **Ejections:** An incident has occurred where the BCIT Intramurals Coordinator, Intramural Student Staff, or Official has sanctioned participant(s) for the reasons below (including but not limited to) and, after a cool-off period, that specific participant will not be able to continue participation for the remainder of the game:
 - > After first occurrence warning regarding language that can be reasonably/responsibly understood as inappropriate.
 - > Unsportspersonlike behaviour.
 - > Intentionally injures or jeopardizes the safety of other participants.
 - > Sport rules for ejections

All Ejections from a game automatically come with a one, two or three game suspension and are subject to further disciplinary action. Suspensions may also carry into the playoffs depending on when they occur during the season. Appeals cannot be made regarding decisions over a one-game suspension.

If the ejection takes place during league play or playoffs where it's the participant(s) last game, the participant(s) can be subjected to disciplinary action to future Intramural seasons.

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.

All non-physical altercations will result in a minimum one, two or three game suspension for the participants involved.

If the non-physical altercation takes place during league play or playoffs where it's the participant(s) last game, the participant(s) can be subjected to disciplinary action to future Intramural seasons.

7. Physical altercations:

- > **Fighting:** one punch thrown or landed
- > **Physical contact:** this but not limited to pushing, shoving, head butts, body slams, chest bumping, slapping and kicking.

All physical altercations will come with a *minimum one-week suspension* from all intramural activities, as well as suspension from that activity for the remainder of the season.

If the physical altercation takes place during league play or playoffs where it's the participant(s) last game, the participant(s) can be subjected to disciplinary action to future Intramural seasons.

Individual(s) serving game suspension(s) may be permitted to watch their team compete as long as they abide by the BCIT Intramural policies and procedures; exhibiting good sportspersonship. Any unsportspersonlike conduct can result in further disciplinary actions.

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.

1. Celebration etiquette: when player(s) celebrate victory, good play, good catch or getting a player out, it should never be directed at an individual opponent or team or be excessive. The celebration should be express to their teammates.
2. A player may be required to leave the field of play temporarily to "cool down", for example and a replacement for the benched player may be made.

1. First unsportspersonlike behavior = warning
2. Second unsportspersonlike behavior = "cool down on the sidelines"
3. Third unsportspersonlike behavior = ejection from the game and a one game suspension. * To be followed up with an e-mail so player and coordinators are accountable.

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
- > Recruiting ineligible players

Any instances of intentional cheating may result in a review by the Programs and Intramurals Coordinator and could include sanctions determined on a case by case basis.