

British Columbia Institute of Technology – Recreation Services

Intramurals Procedures & Guidelines

Section 1: Authority

1.1 Sports Programs and Intramurals Coordinator

The Sports Programs and Intramurals Coordinator is responsible for ensuring intramural activities are conducted in a safe, appropriate and proper manner. They may deal with any forms of unsportsmanlike conduct in any manner that they may deem necessary to ensure program integrity and safety. In the case of any ambiguous guidelines, expectations, sport rules, safety of participants, Institution policies, and/or the integrity of the league comes into question, the Sports Programs and Intramurals Coordinator have final authority over all aspects of any intramural activities. This also includes, but is not limited to ejecting players, forfeiting a team, and forfeiting a contest.

1.2 Intramural Staff

Intramural Staff report to the Sports Programs and Intramurals Coordinator. They have authority over all on-site decisions regarding any intramural activity. Intramural 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 Institution policies, BCIT Recreation Services Guidelines, BCIT Intramurals Procedures & Guidelines, sport rules, or to cancel a contest at any time.

Section 2: Participant Eligibility

2.1 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. **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.
2. Students who withdraw from course(s) leading, thus leading to Inactive student status, are not eligible to continue playing in intramural activities.
3. BCIT students who are a) registered in programs that do not follow a traditional term schedule (Fall/Winter/Summer) or b) graduate from a program prior to the intramural activity end, are eligible to participate in intramural activities, provided the following criteria is met:
 - a. The student must notify the Sports Programs and Intramurals Coordinator [Section 2.3](#) applies to them.
 - b. The student must be considered an Active student for 50% of regular season games.
 - c. The student must sign a BCIT Recreation Services Liability Waiver prior to their program end.
4. BCIT Staff are not permitted to continue playing in the league, should they leave their position at the Institution.

5. Intramural Staff are not permitted to work and participate in an intramural activity simultaneously.
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.

2.2 Playoff Eligibility

1. To qualify for playoffs, players must be formally registered on the team roster and have played a minimum of 50% of games in the regular season.
2. If a student has graduated and/or their program has ended prior to the intramural activity end, they are eligible for playoffs if criteria outlined in [Section 2.1.3](#) is met.
3. Teams must maintain an average cumulative sportspersonship score of 3.0 or higher to be eligible to compete in playoffs. [See Sections 6.1, 6.2 and 6.3.](#)

Section 3: Intramural Activities – Overview

3.1 General Procedures

1. A current BCIT ID card must be scanned at the recreation front desk and shown to Intramurals Staff during activity check-in.
 - a. 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.
2. Teams should be ready to play at least 10 minutes before game time with the minimum number of players needed to begin a game. Players must sign in on the scoresheet prior to playing.
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 once the season has begun.
5. 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.

3.2 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.

3.3 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 bodily fluid spill occurs on the playing area, until such time spill can be appropriately cleaned and sterilized.

3.4 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.

3.5 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.

Section 4: Team Captains

4.1 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. Playoff eligibility will be determined by scoresheet check-ins.
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 spectators, if applicable) sportspersonlike conduct and making corrective action (if required). See [Section 6](#) for Conduct expectations.

6. Captains are responsible for confirming the correct score is recorded on the scoresheet and online.

4.2 Team Names

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 (ie. No drug, sex, gang or other suggestive innuendo). Team names are subject to approval by the Sports Programs and Intramurals Coordinator.

Section 5: Scheduling, Substitutions, Forfeits and Cancelations

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, there schedules may change for acceptable reasons only. Affected teams will be contacted by email with sufficient notice.

5.1 Substitutions

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 to assist the team in avoiding a forfeit.

1. To be eligible for day-of-substitutions and borrowing players, teams must not meet the minimum number of players required to begin a game as follows:
 - a. Volleyball: 4
 - b. Basketball: 5
 - c. Floor Hockey: 3 + Goaltender (3-on-3), 4 + Goaltender (4-on-4)
2. Teams that do not have enough roster players for a given game may add a day-of substitution to avoid forfeiting. Substitution players must be eligible to play in Intramurals outlined in [Section 2.1](#) and will be manually added to the scoresheet at the game. Day-of substitutions may not continue playing in the league unless formally added to the roster.
3. Teams that do not have enough roster players for a given game may borrow player(s) from another team within the league to avoid forfeiting to a maximum of 2 players. To borrow players, the following criteria must be met:
 - a. The opposing Team Captain is made aware of and verbally agree to permit the borrowed player(s) to compete. Opposing Team Captains are under no obligation to permit borrowed players.
 - b. Teams may only borrow the same player(s) for a maximum of two (2) games in in the regular season.
4. Teams that do not meet the minimum number of players for a designated sport by 10 minutes after the scheduled start will receive an automatic forfeit and loss in the standings – see [Section 5.2.2](#).

5. Reliance on substitutions or borrowed players impacts Sportspersonship Score – see [Sections 6.1, 6.2 and 6.3](#).

5.2 Forfeits

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 [Section 5.1.1](#).
 - c. They do 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 Intramural Staff and/or the Sports Programs and Intramurals Coordinator due to 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 and recorded as follows:
 - a. Volleyball: 2 - 0 for the match (0-25 for each set)
 - b. Basketball: 20 - 0
 - c. Floor Hockey: 3 - 0
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 online via the ActiveNet Registration Portal or at the Recreation Front Desk (SE16) one school day prior to their next scheduled game.

5.3 Concedes (Cancelations)

To avoid a forfeit, a Team Captain can notify the Sports Programs and Intramurals Coordinator by 1:00pm the day before their scheduled game to concede (cancel) the game. The team will receive a loss in the standings but will remain in the league without further penalty. The possibility of a rescheduled game will be assessed on a case-by-case basis.

Section 6: 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.

6.1 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 during participation of intramural activities. The three non-negotiable pillars of sportspersonship are:

1. Respect for all equipment and the facility.
2. Honour the spirit and intent of the intramural activity.
3. Uphold Institution policies, BCIT Recreation Services Guidelines, BCIT Intramurals Procedures & Guidelines.

After each game of the regular season, Intramural Staff will provide a ranking on a scale of 0.0 – 4.0 using criteria found in [Section 6.2](#).

6.2 Sportspersonship Program Criteria

The Sportspersonship Program is based on, but not limited to, the following criteria:



Four (4.0): Excellent Conduct and Sportspersonship

- Team members cooperate with and demonstrate good sportspersonship toward teammates, opponents, spectators and all members of the Intramural Staff team. Team members embody and promote the three pillars of sportspersonship as outlined in [Section 6.1](#).
- Team Captain exhibits authority over their teammates and spectators; they converse calmly and rationally with Intramural Staff and/or Officials regarding the interpretation of calls and/or issues during gameplay.
- Team Captain takes ownership of and actively adheres to the agreed upon gameplay rules within a given contest if modified by both Team Captains prior to game start.
- Team members accept judgment decisions made by the Officials during the contest (officiated leagues only).
- The minimum number of eligible players needed to start the contest is present, checked in, and ready to play prior to game time. **Note:** Teams who do not meet this standard are ineligible to receive a 4.0 rating.

Three (3.0): Good Conduct and Sportspersonship (Teams Begin at This Level)

- Teams begin at this level, and if no positive or negative actions occur, the team will receive this score. Team members exhibit good conduct and sportspersonship for the majority of the contest.
- Team members verbally complain about some decisions made by officials and/or show minor dissension which does not merit Intramural Staff intervention.
- Teams who receive one technical foul/misconduct penalty may not receive higher than a 3.0 rating.
- Team members do not show aggressive dissent toward the Intramural Staff or opposing team.
- A team forfeits *before* the Concede (Cancellation) deadline outlined in [Section 5.3](#). The opposing team will automatically receive a 3.0 rating in this situation.

Two (2.0): Below Average Conduct and Sportsmanship

- Team shows verbal dissent toward officials and/or the opposing team which may or may not result in a technical foul/misconduct penalty/unsportsmanlike conduct (see [Section 6.5](#)). Teams that receive multiple technical foul/misconduct penalty/unsportsmanlike conduct (see [Section 6.5](#)) may not receive higher than a 2.0 rating.
- Team Captain demonstrates minor control over teammates/spectators and/or does not actively promote good sportsmanship.
- Team members occasionally use profanity, although it is not directed toward Intramural Staff and/or opponents.
- At scheduled game time, the team does not have the minimum number of eligible players resulting in a delay of game (does not exceed 10 minutes) but not a forfeit. The opposing team will automatically receive a 3.0 rating in this situation.

One (1.0): Poor Conduct and Sportsmanship

- Team members continuously show dissent or use abusive/inappropriate language toward Intramural Staff and/or opponents. Team members are continuously “trash talking” opponents and/or intimidating Intramural Staff and/or opponents or intentionally playing in a dangerous manner.
- Team Captain is unresponsive and uncooperative in helping Intramural Staff to resolve issues that arise during intramural activity.
- Teams that have a player ejected may not receive higher than a 1.0 rating.
- A team forfeits *after* the Concede (Cancellation) deadline outlined in [Section 5.3](#). The opposing team will automatically receive a 3.0 rating in this situation.

Zero (0.0): Disqualifying Conduct and Sportsmanship

- Threatening/making physical contact in an aggressive manner toward players, Intramural Staff and/or opponents.
- Team members are out of control, intoxicated/under the influence of alcohol and/or drugs, or show a complete disregard for authority.
- Team Captain shows no control over the actions of their teammates. Team Captain is unresponsive and uncooperative in helping Intramural Staff to resolve issues that arise during intramural activity and/or participates in or promotes escalation of a given issue.
- Multiple players are ejected from the contest.
- An ineligible player participates in the game.
- A team member misrepresents themselves by using another student’s ID card.
- Team members damage/attempt to damage equipment or the facility.
- Abuse of any kind towards other players and/or Intramural Staff including but not limited to verbal abuse and/or physical abuse will result in:
 - 0.0 Sportsmanship Score
 - Automatic ejection and indefinite suspension of involved players
 - Immediate escalation to the Non-Academic Student Conduct outcome. See [Section 6.6](#).

6.3 Sportspersonship Program Outcomes

1. Teams must maintain an average cumulative sportspersonship score of 3.0 or higher to be eligible to compete in playoffs.
2. Should a game official and/or Intramural Staff give a score to a team equal to, or less than 2.0, that team will be contacted by the Sports Programs and Intramurals Coordinator and provided a written rationale of the decision.
3. Any team that receives a rating of 1.0 more than once at any point in the season must have their Team Captain schedule a meeting with the Sports Programs and Intramurals Coordinator before their next scheduled game.
4. Any team that receives 0.0 is subject to disqualification from participation for the remainder of the league and may be subject to further escalating outcomes outlined in [Section 6.6](#).
5. Teams that receive a 0.0 rating during playoffs will not be allowed to advance.
6. Sportspersonship Appeals must be sent to the Sports Programs and Intramurals Coordinator – see [Section 6.7](#). Revisions will be assessed and mutually agreed upon by the attending Intramural Staff and the Sports Programs and Intramurals Coordinator.

6.4 Conduct of Spectators

1. Spectators are allowed during regular season games. Seating during certain intramural activities is limited.
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. Spectator conduct is assessed as part of assigning a Sportspersonship Score – see [Sections 6.1 and 6.2](#).

6.5 Unsportspersonlike Behaviour – General

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(s) 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. 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.
4. 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.
5. Any player ejected from a game because of unsportspersonlike 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.

6. Only the designated Team Captain (or day-of Team Captain, if registered Team Captain is absent) may approach Intramural Staff and/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.

6.6 Unsportspersonlike Conduct Outcomes

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

6.4 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.

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.