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 an 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 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 shown during the team check-in. *Alumni players will need their own waiver and liability forms to play.

^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). Ian Lahay, The 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.

Protests
1. Only *non-judgment calls can be protested by a team.
2. To protest a rule interpretation, the team must ask the Official or *Intramural Student Staff to stop the game at the time of the incident and ask the Intramurals Coordinator to begin filling out a protest form.
3. Once the form has been filled out and, if time permits, the game can continue if both teams’ captains agree.
4. Complete protest forms will only be considered if they are turned into the Recreation Office by 4:00pm the next business day.
5. Completed protest forms must be accompanied with a typed statement from the team filing the protest outlining the events leading up to the situation and the situation itself. A $15.00 deposit is also required with the protest. If the protest is deemed to be valid by the *Recreation Programmer, the $15.00 will be returned.
6. Protests regarding ineligible players must be submitted the next business day and must follow the procedures listed in statement four of this section.
7. Decisions can be appealed. See the Appeals section in this document for more information.

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).
   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 Intramurals Coordinator due to instances of unsportsmanlike 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, Ian Lahay, at ilahay@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 sportsmanship, 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 unsportsmanlike 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.

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 intramural 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. 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.

2. 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 Ian Lahay at >ilahay@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. The decision to eject the individual can be made by the game Officials and / or the student staff and / or 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 policy and procedure 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 league has been cancelled, or no games have been scheduled for their league. They will receive a refund in the amount that they paid. No refunds
are given to teams that forfeit. The *Programs and Intramurals Coordinator has final authority over all aspects of any intramural activities.

**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 the 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 *Programs and Intramurals Coordinator.*

**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.
   > Unsportsmanlike 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 sportsmanship. Any unsportsmanlike conduct can result in further disciplinary actions.

8. **Unsportsmanlike 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 unsportsmanlike behavior = warning
   2. Second unsportsmanlike behavior = “cool down on the sidelines”
   3. Third unsportsmanlike behavior = ejection from the game and a one game suspension. *To be followed up with an e-mail so player and coordinators are accountable.*