

# CAMPUS REC



**Campus Recreation  
Intramural Sport Handbook  
Winter 2024**

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## Welcome

We welcome all members of the Lakehead University community to engage with us in recreational sport play. The philosophy of the Intramural Sports at Lakehead University is based on “Fun for All” principles, encouraging and promoting physical activity, positive social interaction and healthy competition in a safe sport environment that embodies the highest ideals of fair play.

## Eligibility Policies

### General Eligibility

All members of the Lakehead University community including students, faculty, staff, and general public over the age of 17 may participate in the majority of our Intramural Sports, including but not limited to Flag Football, Volleyball, Soccer, Basketball, Ultimate Frisbee, Dodgeball, Campus Rec Cup Multi-Sport, and Innertube Waterpolo. The only exception is **Hockey (both NBC and Coed), which is closed to non-students and only accessible to Lakehead students.**

Participants may only register for one team per sport in any given season. All participants must be fully registered in order to participate and sign in for a game.

**All participants must follow Thunderwolves Athletics and the Government of Ontario COVID protocols in order to participate in the desired sport.**

### Non-Student (Community Members, Faculty, Staff)

Non-students are eligible to participate in Intramurals at an increased price in comparison to students. Non-students are required to have government ID to sign into games in place of a Lakehead Student ID..

### Varsity and Professional Athletes

Active varsity and/or professional athletes are ineligible to participate in their respective intramural sports, however they may participate in a non-related sport at any level. Varsity red shirts are permitted to play Intramural Sports, however teams may only have up to two (2) varsity red shirts on their roster. Ex-varsity/professional athletes may begin to participate in their respective sport (at the highest competition level) after three (3) semesters (including summer) have passed.

### Club Sport Athletes

Teams are only permitted to have up to two (2) club sport athletes in their respective sport participate on an Intramural Team should they choose to play in an open division. If a league offers two divisions, a team with more than two (2) club athletes will be permitted to register but they must play in the more competitive division.

### Drop-In Players

Teams are permitted to have individuals join their team for one night. These individuals must meet the general eligibility policies as stated in this document. There is no limit to how many times an individual can act as a drop-in player throughout the regular season as long as they continue to meet eligibility requirements and complete the proper process. However, drop-in players are not permitted to play in playoffs. The team captain must email [campusrec@lakeheadu.ca](mailto:campusrec@lakeheadu.ca) with the individual's full name and email prior to the game they will be playing in. Further instructions will be provided from there. A drop in pass costs \$8 for students, and \$10 for non-students.

Should an individual who has acted as a drop-in player for a team choose to fully register for that team in the same term in which they played as a drop-in, it is the responsibility of the individual to email [campusrec@lakeheadu.ca](mailto:campusrec@lakeheadu.ca) to have their attendance updated to count the games in which they acted as a drop-in.

## Identification Policy

All players must have their validated student card, or Lakehead University identification at **EACH** game in order to check in. General public players must show an alternate piece of photo identification.

## Inclusion Statement

Lakehead Recreation recognizes and celebrates all of our community members. We encourage our participants to participate in intramural sports according to their expressed gender identity.

## Illegal Participation

Should a team be found to have an illegal participant on the field, that game will be **immediately forfeited** (without the requirement of an eligibility protest) and the captain/illegal participant(s) will need to set a meeting with the Coordinator of Recreational Programs and Initiatives.

Illegal participation includes, but is not limited to, the following:

- Individuals playing on more than one team per sport
  - This means players cannot be registered in/play for both the recreational and competitive divisions for one league (ex. volleyball)
  - Players on one team cannot act as a drop-in player for another team within the same sport leagues without prior authorization from Campus Recreation staff. Requests should be emailed to [campusrec@lakeheadu.ca](mailto:campusrec@lakeheadu.ca) at least one business day prior to their game.
- Individuals who are not fully registered to the team (i.e. do not show up on the roster) playing/attempting to play.
- Individuals playing without mandated equipment (i.e. shin pads for soccer, neck guards for hockey, etc).
- Individuals who have not signed the online waiver or on-site alternative prior to their game.

Players found to be participating illegally will face a **minimum** of a 1 week suspension from all Campus Recreation programming. Captains found allowing illegal participants may be revoked captaincy.

## General Policies and Procedures

### Captains Responsibilities

Captains are responsible for creating teams at the start of the season, and must ensure all other participants have fulfilled their responsibilities, which are included in “participant responsibilities” below. In addition to the regular participant responsibilities, captains are expected to do the following:

- Create their team via the [online registration portal](#), and invite/approve team requests.
- Ensure all team members have completed registration prior to attending their first game
- Attend all captain’s meeting as scheduled by Campus Recreation staff, including the mandatory captains meeting prior to season start
- Serve as the main point of communication between their team and Campus Recreation staff.
  - Captains are expected to monitor emails for communications from Campus Recreation staff.

- Communicate with the campus rec office staff in the case of a default or scheduling issue.
- Ensure scores are correct post-game and that all players in attendance are recorded
- Ensure roster deadlines and requirements are met.
- Complete any protest reports should the team wish to complete a protest.
- Ensure that all Intramural Sport policies and procedures listed in this handbook are followed.
- Promote a sense of fair play and equality within your team
- Be responsible for the behaviours of spectators associated with their team

### Participant Responsibilities

All participants, including captains, must ensure they meet all responsibilities when participating in intramural sports, which include:

- Completing registration and payment via the online registration portal
- Bringing appropriate identification to each game to check-in.
- Abiding by all policies and procedures indicated in the Intramural Sports handbook.
- Ensuring appropriate attire is worn for all games
- Following all the rules and policies of the facility and obey the official's instructions.

### Waivers

All participants must complete a participation waiver prior to signing in for their first Intramural Sport game. Participants signing in for a game and taking part in the competition without a waiver will be considered an ineligible participant and the game will result in a forfeit.

### Game Footage Policy

At times, Campus Recreation may record intramural games at our discretion. These recordings are not for the purpose of officiating after the game, and **will not** be used for any of the following (but not limited to) purposes:

- Overturning of calls
- Play review (as a result of rule-protest)
- Contesting player eligibility
- Game footage review at request of teams
- Promotion of intramurals or other LU programming

Footage from these cameras may be used for future Campus Recreation staff training purposes in the context of preventative refereeing and incident management.

### Rosters

A team's roster on the online portal is considered the official roster. Only those listed on the official roster are permitted to participate. Players not fully listed on the roster with all eligibility requirements met will be considered an **illegal participant** and the game will result in an **automatic forfeit**.

Rosters can be updated and altered up until week four (4) of the regular season. Participants cannot leave one team to join another if they have participated in a game.

Roster updates should be made at least twenty-four (24) hours before games, as game-sheets are printed in the morning on the day of games. New members joining rosters must ensure they complete their individual registration and sign their waiver prior to participation.

### **Team Names & Uniforms**

Teams are presented with the opportunity to name their team and if so wished, design their own uniform. Team names must not include offensive or discriminatory language, sexually or racially suggestive language, or alcohol/substance related references. Should a name change be required by the office, a team no longer will hold the capability to edit their own team name and must request any changes via email to the Campus Rec office.

Should your team want to create team uniforms, they must also follow the same guidelines as team names and should not display offensive or discriminatory language, sexually or racially suggestive language, or alcohol/substance related references.

### **Apparel**

Participants are expected to wear appropriate athlete attire suitable to their sports. Indoor shoes must be worn for all indoor sports. Any attire that could potentially injure a fellow participant (such as a hard-brimmed hat) may be asked to be removed.

Jewellery must be removed from all visible parts of the body prior to play. If jewellery is not removable and worn for religious or medical reasons, it must be taped down to limit safety concerns.

### **Numbered Jerseys**

In order to increase and maintain player safety and program inclusivity, all participants within sport leagues that encounter team to team physical contact will be required to wear a numbered pinnie or jersey. This will allow quick identification of individuals on the field of play and facility area for foul and penalty tracking, as well as in the event of emergencies or serious incidents.

\*Team to team physical contact is defined as any sport in which players on opposing teams are not clearly separated by a boundary line or piece of equipment (i.e., line, net, etc), and therefore may come into physical contact with one another resulting in fouls (accidental or intentional). For the purpose of Campus Recreation intramurals this includes the following sports: soccer, basketball, flag football, ultimate frisbee, and hockey.

Clean numbered pinnies will be supplied (with the exception of hockey) but players are also welcome to bring their own numbered attire should it follow Campus Recreation attire guidelines as found in our full handbook.

- Jerseys only require the number on the back.
- Each player should have a number that is individual to themselves (Ex. There should not be more than two players wearing #2 pinnies at the same time.)
- A player's number does not need to be constant week to week (i.e., a player could be #4 for one game, and #7 the next game).
- Individual players will be required to give their jersey number to the supervisor at check-in
  - Failure to do so will result in removal from gameplay until this has been done.

- Refusal to wear a numbered jersey will result in removal from gameplay and possible suspension
- Players are not permitted to share or switch numbers after being checked into the game. Players found to be doing so will be suspended.
- Numbers should be clearly visible to referees and supervisors
  - Covering of numbers will result in possible penalties or removal from gameplay.

## **Blood**

Any person showing signs of blood on their person or clothing will be immediately removed from a game or activity and will not be permitted back into an activity until the clothing has been removed and the blood flow has been stopped. Teams and players are asked to bring extra clothing to a game just for this occurrence.

Blood spills on playing surfaces will result in a game delay until the spill can be appropriately cleaned.

## **Scheduling**

All scheduling is completed by the intramural office. Captains should communicate with the intramural office prior to season starting if they have any scheduling conflicts. It is up to the discretion of the campus rec office to determine the validity of a conflict. Due to limited space, it may not be possible for all conflicts to be addressed but staff will do their best to fulfill requests.

## **Reschedules**

Games cannot be rescheduled outside of regular league times at the request of the team. Should a team realize they cannot make a game and would like to attempt to alter times within a night, they should contact the intramural office to make arrangements. If a reschedule is not possible, the team should default their game.

In the case of a cancelled game due to weather, facility issues, special events, etc., Campus Recreation staff will make every effort to arrange for alternate game times.

## **Defaults & Forfeits**

### ***Defaults***

Defaults occur when a team notifies the Campus Rec office by their specified sport's deadline (please see your sport specific handbook) that they will not be able to field the minimum number of players required for their game.

A team is permitted up to two (2) defaults with no penalties, other than a negative impact on their playoff rankings. If a team defaults for a third time, they will be removed from the schedule and have no further games.

### ***Forfeits***

A forfeit occurs when a team is unable to field the minimum number of players required for their sport within 10 minutes of assigned game time, or the notice to Campus Rec comes after the specified sport's default deadline.

Should a team forfeit, the game will be entered as a loss and they will be required to pay a \$25 forfeit fee prior to being permitted to participate in future games. If a team forfeits for a second time, they will be removed from the schedule and have no further games.

Note: Refunds are NOT provided if a team is removed from the league due to forfeits or defaults.

### **Playing Conditions**

Prior to league nights, all playing facilities will be assessed for safety. Should a playing surface be considered unsafe for any reason (weather, facility damages, etc.), captains will be contacted with information about game status.

Any outdoor leagues are subject to game delays/cancellations in severe weather. Thunder and/or Lightning will result in a 30 minute delay should it occur.

If players believe the surface they are playing on are unsafe, they should bring it to the attention of the referees and/or convenors so they can inspect the surface.

### **Concussions**

If a player is showing symptoms of a suspected concussion, they will be required to sit-out from games until they have received medical clearance and completed the required form to return to play.

All players are encouraged to educate themselves about concussion risks, symptoms and management using the resources provided by Rowan's Law at [this link](#). Concussions are a serious risk for all individuals engaging in sport, and not to be taken lightly. All campus recreation convenors are trained on identifying concussion symptoms and have the right to remove players from the game and suspend them from the league until clearance is provided.

### **Playoffs**

The number of teams eligible for playoffs will be determined by each league sport, dependent upon space and time available to complete the playoff games. Teams with repeated sportsmanship issues, forfeits, or defaults, will be subject to review and may be ineligible for playoffs. Standings will be based on Win-Loss-Tie Records, Forfeit-Records, and Default-Records. Teams that do not meet the minimum required average of 3.0 for sportsmanship will also be disqualified from playoffs.

Semester Based Leagues – Participants must participate in at least two (2) regular season games in order to participate in any playoff games. Attendance will be monitored by league convenors and officials.

Full Year Leagues – Participants must participate in at least five (5) regular season games in order to participate in any playoff games. Attendance will be monitored by league convenors and officials.

## **Sportsmanship and Conduct Policies**

### **Sportsmanship Score**

At the end of each game, Campus Recreation staff will assign teams a sportsmanship score of 0 to 4 (descriptions below). Teams must have an average of 3 in order to participate in playoffs. During playoffs, a team assigned a score lower than 3 will not be eligible to move forward in the bracket.

Sportsmanship Score Descriptions:



**4:** Excellent, no problems. Team demonstrates exemplary sportsmanship and maintains a positive attitude throughout the entirety of the game. **Players promote inclusivity by actively making all teammates feel engaged and welcome.**

**3:** No major incidents of poor sportsmanship, some verbal dissent. Teams with players receiving a single yellow card, technical foul, and/or unsportsmanlike conduct penalties may still receive a 3.

**NOTE:** A 3 is the minimum at which all teams are expected to behave. Teams who show exceptional conduct will receive a 4, but the standard score is considered to be a 3.

**2:** Unreasonable comments and conduct. A 2 will be awarded to a team if multiple players receive single yellow cards, technical fouls, and/or unsportsmanlike conduct penalties. One ejected player does not necessarily mean the team will receive a 2.

**1:** Continuous verbal dissent, unreasonable conduct. Team has multiple players ejected.

**0:** Fighting, vulgar language, unreasonable conduct.

### **General Guidelines for Behavior**

In addition to the rules and responsibilities outlined in the Lakehead University's Student Code of Conduct, it is expected that participants in Intramural Sport Programs will:

- Treat everyone with courtesy and respect, and without discrimination (including harassment) because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, or disability.
  - This expectation prohibits any form of harassment or discrimination.
- Avoid any negative interaction or conflict with members of the opposing teams, spectators, officials, conveners, administrators and/or facility staff.
- Abide by all rules, regulations and procedures governing the sport, the Intramural Sports Program and the facilities in which they are played.
- Act in a safe, responsible manner regarding themselves and others.

Participants engaging in inappropriate behavior or violating Recreation/University policies in the Recreational facilities may be subject to have their privileges of participation revoked and could face possible University disciplinary action.

### **Suspension Guidelines**

Any participant who threatens a Campus Recreation staff member in any manner will automatically be suspended from the league and have the possibility of being suspended from all Campus Recreation activity for the remainder of the season, or their academic/professional career at Lakehead University. This would be pending a review from the Campus Recreation Committee. Any verbally abusive attacks directed towards a Campus Recreation staff member will be placed on automatic probation for one year from the incident and suspended from all Campus Recreation programs and services for one year. Each case will be reviewed on an individual basis.

The following acts, including but not limited to, will be considered cause for suspension from Campus Recreation. For a full review of our suspension guidelines and minimum sanctions for each violation, please see our “Intramural Suspension Guidelines” posted at [thunderwolves.ca/intramurals/rules](http://thunderwolves.ca/intramurals/rules).

- Shoving or striking a staff member of Campus Recreation, Campus Recreation participant or spectator.
- Campus Recreation student staff members are employees of the University, any attack on these employees, will be charged the same as all other University employees.
- Verbally abusing, baiting or harassing a Campus Recreation staff member, participant, or spectator before, during or after participation.
- Theft and/or damage to equipment, the Fitness Center & Hangar, or fields
- Failure to adhere to facility policies and procedures
- Failure to follow verbal instructions of a staff member
- Failure to provide personnel with proper identification upon request
- Unauthorized use of facilities
- Fighting, including verbal and physical altercations, with another Campus Recreation participation or Campus Recreation staff member
- Intentionally causing injury or creating unsafe environments for other participants

### Spectators

It is the responsibility of the team and team captain to ensure any spectators cooperate with the Intramural Sport policies and procedures. Any spectators in attendance can be asked to leave the facility/playing space if they are not abiding by the above sportsmanship and conduct guidelines. Spectators associated with a specific team can cause a forfeit or ejection of the team they are associated with should they refuse to cooperate. Spectators associated with specific teams can also affect the respective team's sportsmanship score.

Spectators are not permitted to sit with the team during the game. Spectators are required to remain in the designated spectator areas (opposite from the team benches). This ensures that Campus Rec staff are able to properly monitor who is registered to the team, and address teams appropriately.

### Appeals

1. Player is provided with a suspension notice from the Manager, Recreation & Operations
2. Player has 48 hours to review, and submit their appeal digitally the Manager, Recreation & Operations
3. When an appeal is received, the Manager, Recreation & Operations will determine if there is merit for the appeal. Merit will be determined by whether the suspension issued met the criteria of the infraction and the documentation submitted to the Manager, Recreation & Operations.
  - Please note that suspension for sport-specific penalties (e.g. red cards, technical fouls, major penalties in hockey, game ejection).
4. If the appeal will be heard, the Manager, Recreation & Operations will schedule a meeting with the captain and appeal committee.
5. Prior to the hearing, members of the appeals committee will review the supporting documentation and prepare 1-2 potential questions for the student who committed the infraction that they can ask these at the meeting.

6. During the hearing, the student who committed the infraction will speak first and be able to reiterate their reasons for appealing the decision. Members of the appeal committee may then ask their questions and seek further clarification.
7. If necessary, the referee or convenor may also be called to discuss.
8. After the hearing, the members of the appeals committee will discuss and provide the Manager, Recreation & Operations with a recommended decision (e.g., Reduce, Uphold, Provide Further Discipline)
9. The final verdict will be issued by the Manager, Recreation & Operations to the player.

## Protests

Teams have the right to protest misinterpretation of rules or eligibility directly to their league supervisor during games. The following guidelines must be met in order to protest:

- If rule-based, the protest must be due to a misinterpretation of a rule, not judgement based.
- Eligibility protests must be made before the end of the game.
  - Games will continue under review if the protest cannot be determined on site (in the case of an Eligibility protest)
  - An eligibility protest does not need to be made for a forfeit (due to illegal participation) to occur
    - Should Campus Recreation staff recognize that an illegal participant is playing or attempting to play at any point in the game, the result will be an automatic forfeit.
- A rule-based protest will result in a time-out while the rule is determined. Depending on the result of the protest, the game will either continue as stands or result in a re-play.
  - Should the protest be successful, the time-out will be recorded as an administrative time-out.
  - Should the protest be unsuccessful, the time-out will count as one of the team's time-outs.

## Conclusion

We look forward to a safe and fun year with all of our intramural participants! Please be sure to read through your sport specific rules and procedures as well.. Should you have any questions, comments, or concerns please email [campusrec@lakeheadu.ca](mailto:campusrec@lakeheadu.ca). Best of luck this season!