

CAMPUS REC



**Campus Recreation
Intramural Sport Handbook
Winter 2025**

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, Spikeball, and Innertube Basketball. The only exception is **Hockey 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 (with the exception of drop-in players) in order to participate and sign in for a game.

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 and Competitive Community Programs

Teams are only permitted to have up to two (2) club sport/competitive community program athletes in their respective sport participate on an Intramural Team should they play in a league with only one division. If a league offers two divisions, a team with more than one (1) club/competitive community program athlete must play in the competitive division.

Coaches & Team Managers

Individuals wishing to act as coaches, team managers, or any other similar role in which they are associated with, but are not a player on a team, must be fully registered to a team in order to be permitted on a team's bench or in any other team area. By definition of "fully registered", their name must appear on teams rosters on our software. Individuals acting in these roles are subject to all policies as described in the Intramural Handbook and Sport-Specific Rulebooks, including suspensions as outlined in the Intramural Suspensions Guidelines.

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. Drop-in players are not permitted to play in playoffs without prior authorization from Campus Recreation office staff. Drop-in Players need to purchase a drop-in pass from the Athletics Front Desk, and show a valid paper receipt to the supervisor on site. A drop-in pass costs \$8 for students (the exception being hockey, which costs \$20), and \$10 for non-students. Only current Lakehead students are permitted to act as drop-in players for hockey.

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 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 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, and Fusion Play Pictures/Descriptions

Teams are presented with the opportunity to name their team and if so wished, design their own uniform. Team names, as well as pictures and descriptions on the Fusion PLAY app, must not include offensive or discriminatory content, sexually or racially suggestive content, or sexual/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. Teams are subject to removal from the league for using inappropriate content.

Additionally, teams are not permitted to use any of the following (or similar) team names: Bye-week, TBD, TBA, To be announced, etc.

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.

Bag and Coat Policy

Lakehead Athletics maintains a restricted bag and coat policy for weight rooms, gymnasiums, and the hangar field. Due to the high participant numbers of Campus Recreation Intramurals, we do not expect all participants to use a locker during their allotted intramural game times. During intramurals, Lakehead Athletic's bag and coat policy will apply to Campus Recreation participants in the following manner:

- Individuals will be expected to remove outdoor shoes PRIOR to entering any areas of play (i.e. gymnasiums or the field).
- Individuals will be permitted to keep small bags and outdoor shoes with them in their location of play, granted it meets the following requirements:
 - All items must be contained within the team area, and placed in a location and manner so which others will not be tripping over these items (i.e. under a team bench)
 - Individuals are only keeping their items with them during the allotted game time, and are not leaving them unattended before or after their game time.
- Individuals accept all risks associated with choosing to keep bags with them
 - i.e. injury, items becoming broken, items being stolen, etc

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 the outlined schedule request deadline 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.. Teams that do not meet the minimum required average of 3.0 for sportsmanship will also be disqualified from playoffs.

Playoff standings will be based first on Win-Loss-Tie Records, Default-Records, and Forfeit-Records. Ties in these records will be broken first by sportsmanship score, then head-to-head matchups (if applicable), then points for, and finally points against if needed.

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, Fair Play Code, and Conduct Policies

Fair Play Code

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 abide by Campus Recreation's Fair Play Code.

Fair Play is the underlying principle of sportsmanship, and encompasses a variety of aspects, including playing by the rules, adhering to the spirit of the game, avoiding cheating or unsportsmanlike conduct, and promoting a level playing field which ensures all participants have an equal opportunity to participate.

Under this code, our general behaviour guidelines, and our suspension guidelines, participants are expected to:

- 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.
- Avoid any negative interaction or conflict with members of the opposing teams, spectators, officials, convenors, 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 Campus Recreation and/or University policies in the Recreational facilities may be subject to have their privileges of participation revoked and could face possible University disciplinary action.

Sportsmanship Scores

At the end of each game, Campus Recreation staff will assign teams a sportsmanship score of 1 to 5 (descriptions below). Teams must have an average of 3.5 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:

5: A 5 will be awarded to a team which displays exemplary sportsmanship and maintains a positive attitude throughout the entirety of the game. The team plays by and exemplifies the Fair Play Code throughout the entirety of their game. Players promote inclusivity by actively making all teammates feel engaged and welcome. In summary, teams that follow the Fair Play code with no intervention from staff will receive a score of 5.

4: A 4 will be awarded to a team which has no major incidents of poor sportsmanship and mostly followed the Fair Play Code. The team may have displayed some verbal dissent which was resolved in a respectful manner. Teams may still receive a 4 if a player receives a single yellow card, technical foul, and/or unsportsmanlike conduct penalty. In summary, teams that follow the Fair Play code with minimal intervention from staff will receive a score of 4.

NOTE: A 4 is the minimum at which all teams are expected to behave. Teams who show exceptional conduct will receive a 5, but the standard score is considered to be a 4.

3: A 3 will be awarded to a team which displays subpar conduct. A 3 may still be awarded to a team who had multiple players receive single yellow cards, technical fouls, and/or unsportsmanlike conduct penalties, or ejection of a singular player from a game. Teams that displayed some verbal dissent with staff, participants, or spectators which did not contain any vulgar or discriminatory language and was mostly resolved in a respectful manner may receive a score of 3. In summary, teams that somewhat followed the Fair Play Code, but required multiple reminders from staff in regards to the actions of the team, will receive a 3.

2: A 2 will be awarded to a team which displays overly unreasonable conduct. Reasons for receiving a score of 2 can include behaviours such as multiple players receiving yellow and red cards, technical fouls, and/or unsportsmanlike conduct penalties, or ejections. Additionally, teams with players that are overly aggressive, display unnecessary physicality within the game, engage in verbal altercations, or use vulgar language or discriminatory comments will receive a score no higher than a 2. In summary, teams that fail to follow the Fair Play Code will receive a 2.

1: A 1 will be awarded to a team which displays inappropriate and/or unsafe conduct. Reasons for receiving a score of 1 can include behaviours that result in major misconducts or ejections. Teams with players that engage in physical fights/altercations, excessively use vulgar language or discriminatory comments, or display overly unreasonable conduct will receive a 1. In summary, teams that fail to follow

the Fair Play Code in a manner that creates an unsafe environment for participants or staff will receive a 1.

Safe Sport Report

Lakehead Campus Recreation has a zero-tolerance policy for any forms of verbal or physical violence or discrimination in our programming, per our Sportsmanship policies listed throughout this handbook. If you witness or are involved in a negative experience at Intramural Sports relating to violations of this policy, you can report the incident to an Intramural Staff Member, or fill out our [Safe Sport Report form](#).

Completed Safe Sport Reports go directly to our Campus Recreation office staff, and are addressed appropriately on a case by case manner. Please note: submission of this form is taken very seriously, and false reports will result in disciplinary action.

Suspension Guidelines

Incidents which may create an unsafe or unwelcoming environment for staff, participants, and spectators may result in suspension from Campus Recreation programming. For a full review of our suspension guidelines and minimum sanctions for each violation, please see our [Intramural Suspension Guidelines](#).

The Intramural Suspension Guidelines exist to provide clarity and transparency in regards to suspendable offenses as defined by Campus Recreation, and to ensure consistency and fairness throughout suspensions. All participants are expected to be familiar with these guidelines, and all participants will be subjected to these guidelines fairly and without any bias. All suspensions will be reviewed by the Manager, Recreations & Operations, and any appealed suspensions will be reviewed by the Appeal Committee.

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 Appeal Committee* 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.
 - o Please note that suspension for sport-specific penalties (e.g. red cards, technical fouls, major penalties in hockey, game ejection) are not eligible for appeal.
4. If the appeal will be heard, the Manager, Recreation & Operations will schedule a meeting with the suspended individual and appeal committee. Reasonable efforts will be made to have the appeal occur prior to the suspended individuals next game.
5. During the hearing, the student who committed the infraction will have an opportunity to present their reasons for appealing the decision. Members of the appeal committee may then ask their questions and seek further clarification.
 - o If necessary, the referee or sport supervisor may also be called to discuss.
6. After the hearing, the members of the appeal committee will discuss and provide the Manager, Recreation & Operations with a recommended decision (e.g., Reduce, Uphold, Provide Further Discipline)
7. The final verdict will be issued by the Manager, Recreation & Operations to the player. Once a final decision has been issued, the individual cannot re-appeal.

*The Appeal Committee will consist of at minimum two (2) or more members drawn from any of the following (but not limited to) parties: Lakehead Athletics, the Office of Student Conduct, sport governing bodies, and the Office of Human Rights and Equity. All potential members will be vetted prior to meeting to ensure that there are no existing conflicts of interest in the respective case. It is within the authority of the Appeal Committee to determine the following: suspension type, suspension duration, date of return to Lakehead Athletics and its' programming, and so on. A decision reached by the majority of the group will be the decision of the whole Appeal Committee, and is not subject to further appeals.

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.

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. Best of luck this season!