

# DAL INTRAMURALS 2016-2017



## POLICY MANUAL

*Dalhousie University*

Department of Athletics & Recreational Services

[WWW.ATHLETICS.DAL.CA](http://WWW.ATHLETICS.DAL.CA) • 494-3372

**DALPLEX**





# INTRAMURAL POLICY HANDBOOK

## IMPORTANT TELEPHONE NUMBERS

494-2002 Campus Recreation Office  
494-3372 Dalplex Customer Service Centre  
494-6818 Dalplex Court Bookings  
494-8833 Studley Equipment Centre  
494-3357 Dalplex Pool

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## AIM OF CAMPUS RECREATION

The Campus Recreation Office of Dalhousie University aims to deliver fair, enjoyable and rewarding recreational opportunities for all eligible members of the Dalhousie community.

Intramural sports are an integral part of campus life, providing relief from the stress of daily academic commitments, improving personal fitness and well-being, and providing an opportunity to make social contacts.

## REGISTRATION

Individuals wishing to participate in the Intramural Sport program must be affiliated with the university as a full or part time student (with current membership status), faculty or staff member or a current Dalplex member. Participants must have a current student ID or Dalplex membership card and must have university photo ID with them at each intramural activity.

## ENTRY DEADLINES AND REQUIREMENTS

In order to accommodate as many participants as possible, individuals are restricted to participating on one team in each league. If an individual elects to participate for their faculty or department team, then they are not eligible to play for a residence or independent team in that same league. Regrettably, some entry limits have to be set in some sports. Each faculty, residence or independent unit may register a set maximum of teams, determined by the Campus Recreation Coordinator, which is dictated by demand. Deadline dates must be adhered to, and late entries will not be accepted in the initial draw. Some leagues and tournaments fill up before the stated deadline. Deadlines for registration are posted on line at [www.athletics.dal.ca/intramurals](http://www.athletics.dal.ca/intramurals) and in the 'Live Well' student guide at [www.athletics.dal.ca](http://www.athletics.dal.ca).

## REGISTRATION REQUIREMENTS

1. Players registered on a faculty or residence team roster must legitimately belong to or be eligible to participate for that team: i.e. must live in the residence or be registered in that faculty (not applicable to independent teams).

2. Each team entry in a team sport must have the minimum number, which is listed in the rules of play.

**3. Entry forms must have complete participant names, email addresses, student ID numbers, and telephone numbers to be considered a complete application. Entries not supplying all required information will not be accepted as an official entry into the league or tournament.**

4. Entries must be registered with the appropriate fee and received by the Campus Recreation Office before 5 p.m. on the published deadline date.

5. When selecting a name for your team, please adhere to the following guideline:

a. The team name selected must be in good taste, and

b. The name selected must not be offensive to an individual or group.

We reserve the right to refuse an inappropriate team name. A team with a name that Campus Recreation feels is inappropriate will not be published on our website, schedules or any of our activity information. The team will be asked to submit a new name and until such time will be renamed to the team captain's name for identification purposes.

LATE ENTRIES WILL NOT BE ACCEPTED!

## A. ELIGIBILITY

A.1 Any Intramural participant must be affiliated with the University as either a full-time student, or a part-time student, faculty member, staff employee, or Dalplex member. Each must have a current Student I. D. or Dalplex membership card.

A.2 A person must be an official member of the faculty, department, residence hall/house, society or group for which they are registered to represent. Exceptions to this rule are made when there is not a team registered for the unit in which the person is affiliated. In such circumstances the individual will be assigned, with the permission of the Campus Recreation Coordinator, to play on another unit's team. If the situation involves residence Intramurals, a participant will only be eligible to play if the person in question actually resides in the hall/house. Teams must apply for additional players who are considered 1<sup>st</sup> year residence alumni (not living in residence) and are only allowed to apply if the house does not have sufficient players to field one team. The Campus Recreation Coordinator will decide upon the approval for this application.

A.3 An individual is restricted to participate on only one team in any given league in a sport. An individual cannot participate for both their faculty and residence hall/house in the same sport and in the same league. An individual can, however, play on a faculty team in a men's or women's league, and also play for a co-ed team in the same sport. For example, you cannot play in Coed Competitive Soccer and Coed Recreational Soccer. You can play Coed Soccer and Men's Soccer.

A.4 A change of eligibility and the transfer of an individual from one team to another during the league season are subject to approval by the Campus Recreation Coordinator. If such approval is not sought, the participant will be ineligible for both teams.

A.5 All eligible players must be registered on the official entry form on file in the Campus Recreation office. Names can be added to the entry form after the start of the league up until halfway through the regular season or tournament. A player who wishes

to change their registration based on playing ability, competition level and/or safety concerns may do so through the Campus Recreation Coordinator.

A.6 The student's name and I. D. number or Dalplex membership number must be provided for each player on the official registration/entry form, as well as on each game score-sheet, for identification purposes. A student may be asked to provide their card at any point by the Intramural Supervisor to validate their eligibility.

A.7 All players must sign their name and identification number on the game score sheet at each game prior to entering the game and before the ten minute time limit (Rule D.1) to be considered as being eligible for that game. A player may sign late with opposing team captain's permission. Names are not to be added before players arrive. The opposing team captain shall check this list before the game begins and any protests concerning eligibility must be lodged at this time. It is the onus of the participant to have their I.D. present to answer concerns. Those participants without proper I.D. will be ineligible for that game.

A.8 Any player using an assumed name and I.D. number or not signing their name on the game score sheet shall be considered as an ineligible player. The team for which that person played shall be recorded with a forfeit loss for that game.

A.9 Only those participants listed on the official Intramural Entry Form are eligible to play in the play-offs. No additions to team entry rosters may be made after the end of league play, and only those team members who have participated in fifty percent (50%) of the regulation league games are eligible to play in the play-offs.

A.10 Responsibility for the control of the 50% eligibility rule belongs (in part to the sport convener) to captain(s) or sport representative of each participating team/unit. The captain(s) or sport representative must check the team roster sheets to determine who is eligible for playoffs, prior to the first playoff game.

A.11 Participants unable to meet the required playoff eligibility rule of participation in 50% of regular season games maybe considered eligible for playoffs for the following reasons:

- Recovery from illness or other pre-determined medical reasons.
- Study related sabbaticals or internships during the time period in question.
- Late enrolment in a faculty or residence, etc.

Permission for eligibility under these conditions must be sought from the Campus Recreation Coordinator 1 week prior to the start of playoffs. Participants in the above stated conditions must meet all other eligibility rules and must supply official written documentation of dates and duration of the above stated conditions.

A.12 A member of a team that has forfeited from league play during the regular season may join another team during the regular season. Games played with the previous team are transferable for eligibility requirements in playoff play, but only if they

have approval from the Campus Recreation Coordinator. This rule does not apply to participants: on teams that have been dropped from playoff competition, to participants of teams under suspension, or to participants under misconduct suspension.

A.13 Participants may transfer from one team to another in the same league and sport only once during the regular season with the expressed permission of the Campus Recreation Coordinator. Applicants must provide a written request stating a valid reason for the transfer (i.e. move from residence to off-campus; move from one faculty to another). This rule does not apply to participants on teams that have been dropped from playoff competition.

A.14 Any person whose conduct before, during or immediately after a game that is considered by the officials or sport conveners as threatening to other players, officials, spectators, and staff, or who disrupts play intentionally will be subject to disciplinary action according to the policies governing misconduct. Cases of gross misconduct will be referred to the Intramural Council Executive, and possibly to the University's Disciplinary Board for further decision.

A.15 Current members of university and college varsity teams and the leagues mentioned below, will not be eligible to participate in corresponding Intramural sports.

- Hockey - Professional and Semi-Professional, Junior "A" (Tier I and Tier II), Junior "B" & "C", Senior
- Football - Canadian Junior Football League, Professional
- Basketball - Senior
- Volleyball - Senior, Professional
- Soccer - N.S. Soccer "A" League or other provinces' equivalent, Professional
- Softball - Senior, Intermediate, Masters
- Other Sports - participants of a known ranking at a local, regional or national level are restricted from play except in an "A" level Intramural tournament.

A.16 Former varsity players and participants of the previously mentioned leagues (see A.15) are eligible for Intramural participation, but must play for a team in the "A" league. A team/unit may not have more than two such players on any one team. This regulation is waved 5 years after the participant has played in the league in question.

A.17 A candidate for a varsity team or a team in the leagues previously mentioned (see A.15) shall be ineligible in the corresponding Intramural sport for the time they are in the process of participating or trying out for the team in question. If the candidate is

cut from the team, they are eligible. If the candidate leaves the team after the team has played two official contests, then they will continue to be ineligible for participation in that Intramural sport for the remainder of the season.

A.18 Individuals identifying as females are eligible to participate in men's leagues under the following circumstances:

- 1) They must play in the lowest available league offered;
- 2) Their faculty does not have 5 females to form a team in the co-ed league or;
- 3) No co-ed or women's league is offered for the sport in question.

A.19 Hockey Goaltenders registered for a team may substitute for other teams at a higher or equal level. For example, a goaltender registered in the Competitive A Hockey league may only substitute for another team in the Competitive A Hockey league. A goaltender registered in the Competitive B Hockey league may substitute for the Competitive A or Competitive B Hockey leagues, but not in the Open Recreational Hockey leagues.

## B. REGISTERING A TEAM

All teams and individuals wanting to enter any Intramural activity must fill out the appropriate team or individual entry form.

Entry forms are available at the Campus Recreation Office (Dalplex). Teams/units must officially register by no later than **5:00 pm** on the entry deadline date.

The appropriate performance/forfeit fee must accompany each entry form or verification of having pre-paid the \$250.00 bond must be determined in order for the entry form to be accepted.

Registering a team also requires the team Captain or Co-Captain to attend the organizing meeting (if one is held) for the activity registered. Dates for these meetings can be found at [www.athletics.dal.ca](http://www.athletics.dal.ca).

## SPORT ORGANIZATIONAL MEETING

Each team must designate a captain and co-captain. The captain's responsibility is to represent the team at the required meetings, see that the team members are notified of the games and that players are informed and adhere to the specified rules and regulations.

The Sport Organizational Meetings (Team Captain Meetings) are of major importance. These are held prior to the commencement of each activity to review the sport rules, finalize schedules, determine play-off formats, and answer any questions. Failure to attend the designated Organizational meetings will result in a forfeit towards the team. Meetings will not be held for all leagues and tournaments. Team representatives will be notified in the event of a sport organizational meeting.

## INFORMATION SHEETS/GAME SCHEDULES

Information sheets and schedules on all the Intramural activities can be picked up at the Campus Recreation Office any time. These information sheets will explain starting

dates, dates and times of the team captains and participants meetings, entry fees, location of the activity, general rules and regulations, plus other pertinent information on each activity. Schedules of specific game dates, times and locations are also available at the Campus Recreation Office. Call "Dial A Rec" for daily schedules. Also check our web site at [www.athletics.dal.ca/intramurals](http://www.athletics.dal.ca/intramurals).

### C. PERFORMANCE FEES

The Performance/Forfeit Fee is required to ensure that teams registered will in fact uphold their commitment to participate in all scheduled games.

The performance component also requires that teams will uphold the rules and regulations and demonstrate sportsmanlike conduct.

League Play	\$30.00 per team
Tournaments & Mini Leagues & Doubles Events	\$20.00 per team
Individual Events	\$10.00 per person
"250 Club" Performance Bond	\$250.00 - covers all activities except Ice Hockey

The following situations govern the refunding of the performance/forfeit fee:

0 Forfeits	=	total fee refund
1 Forfeit	=	one half of fee refunded
2 Forfeits	=	no fee refunded - team removed from league
1-2 misconduct offenses	=	one half of fee refundable
2 or more misconduct offenses	=	no fee refundable

### BLANKET FEE/"250" CLUB

In place of the performance/forfeit bond being paid for each team, faculties or residences may pay a \$250 blanket fee to cover all their teams in league or tournament play. Registration fee for specific events such as individual/dual sports must be paid at the time of registration and are not covered by the blanket fee. Paying the blanket fee is referred to as being a "250 Club" member. Please read below for details on Intramural hockey fees.

If a team or participating unit has their \$250.00 Club balance drop to \$50.00 or below another \$250.00 deposit must be paid in order for the team or unit to qualify for further participation.

### INTRAMURAL HOCKEY FEES

Hockey registrations require additional deposits and fees. Each hockey team must pay a refundable \$200 jersey deposit to ensure everyone has the same jersey with numbers. In lieu of the \$200 refundable deposit, teams may purchase a 15 jersey set with numbers for \$225 + HST. Additionally, a non-refundable fee of \$300 for Hockey Leagues are required.

REFUNDS: The performance/forfeit fee is refundable provided that the team has not forfeited the refund by virtue of no shows or unsportsmanlike conduct.

It is the responsibility of the team captain, or individual registered, to request the refund of their performance/forfeit fee from the Campus Recreation Office. Refund information must be submitted on a 'Registration Refund Request' form, available from the Campus Recreation Office only. Failure to file this request before March 15th of the academic year in which registered will result in loss of the refund.

## FORFEITS

- I. If a team or contestant fails to appear at the appointed scheduled time for a contest, the official in charge may declare the contest forfeited to the team or contestant who is present and ready to play. The offender shall forfeit the contest and in addition will lose any points normally allotted as outlined under the section on Supremacy Point System.
- II. A team will be required to forfeit a game if they have less than the minimum number of players required for the game or match as stipulated by the established Intramural rules for that sport. The game may be played and counted if the opposing team captain agrees to play with the number present.
- III. If neither team appears with the minimum number of players, then a double forfeit can be avoided with the two teams mutually agreeing to play the game with the number of players present. If the game is played with the consent of the officials, sport convener and/or supervisor then the game will be determined to be a legal game and the score will stand as recorded. (Such games are not subject to protest.) If the game is not played then a double forfeit is awarded to the two teams.
- IV. Any team that forfeits two (2) contests shall be dropped from competition in the league, and will lose all entry and performance points thus earned for that sport. The team may also be placed on probation for the next season.
- V. Forfeited games WILL NOT be rescheduled.
- VI. Any team proven to have played a game with an ineligible player will receive the -5pts penalty (H: b) and the player WILL BE DROPPED from league play for the remainder of the season. This includes players playing under an assumed name and/or falsified identification number.
- VII. Should both teams or contestants show up more than ten minutes late for a scheduled game, and there is still at least half of the scheduled playing time remaining, then at the sanction of the official or sport convener in charge, the game may be played as a regular game, and the final score shall stand.
- VIII. A contest may be declared forfeited by the official(s) when a team or individual displays flagrant poor sportsmanship or leaves the playing area prior to the completion of the contest.

In the event an individual is in violation of flagrant poor sportsmanship rules, then they will be dealt with according to the rules of the game violation. If, however, an individual's actions continue to disrupt the continuation of the game, it is the responsibility of that person's teammates to ensure that the offender is brought to order or the game will be forfeited and the loss recorded to the team of the offender.

## **POSTPONEMENTS**

- I. Scheduled Intramural games will **not** be postponed for teams unable to field a full team.
- II. Postponements that occur due to inclement weather or other factors that make rescheduling necessary shall be the responsibility of the Campus Recreation staff exclusively. On such days that there is a question as to whether a game shall be played, contestants should phone Dial-A-Rec (494-2588) after 4p.m.
- III. Games which are postponed due to inclement weather conditions may be recorded as a tie or may be rescheduled depending on the availability of facilities. Teams are responsible for obtaining new times of rescheduled events by contacting the Campus Recreation Office directly.
- IV. If officials do not show up for the scheduled game, teams can let the game stand as a tie or are encouraged to play by the appropriate rules. Games where officials do not show up will not be rescheduled.

## **PRACTICE OR GRUDGE GAMES**

The Intramural staff will assist groups (when possible) in organizing practice, grudge, or bowl games, or special challenge matches between winners of different divisions and leagues. The interested teams or individuals, who will be assisted with officials, equipment, and facilities, must initiate such contests.

The Intramural staff will also provide assistance (when possible) to any organization that wishes to conduct tournaments or special recreational events within its own group.

## MISCONDUCTS

### E. PENALTIES

#### E.1 Minor & Major Penalties

The game officials according to the rules and regulations of the game will evoke minor and major penalties. (Minor and major penalties - minor penalties, major penalties, fouls, violations, etc.)

#### E.2 Misconduct Penalties

The official(s) shall assess misconduct penalties and determine the appropriate penalty according to game regulations. I.e. Misconduct penalties are: hockey - 10 minute misconduct; basketball - technical foul; bench technical foul; intentional foul; soccer & volleyball - yellow card; football - unsportsmanlike penalty, etc. In hockey, a substitute is permitted for the penalized player. Any player who is assessed a second misconduct penalty in the same game shall automatically be assessed a Game Misconduct Penalty.

#### E.3 Game Misconduct Penalty

The referee or umpire shall assess game misconduct penalties to any player or team representative warranting such action. The player or team representative shall be ejected from the game and ordered to the dressing room for the remainder of the game. A substitute is allowed to replace the penalized player except in soccer.

If a game misconduct penalty is assessed in the last 15 minutes of the game, then the player/representative will be automatically assessed a one game suspension in addition to the game misconduct penalty.

### MEETING

When a game misconduct penalty is assessed an automatic game suspension is levied by the sanction of the Campus Recreation Coordinator. Anyone receiving a game misconduct penalty must meet with the Campus Recreation Coordinator to receive:

- (i) Further possible suspension(s) at the discretion of the Supervisor
- (ii) Permission to resume play in Intramural activities

Game officials may assess penalties in gravity up to a game misconduct. Game Misconduct Penalties are: hockey, game misconduct; basketball, flagrant foul, disqualifying foul; soccer & volleyball, red card; football, unsportsmanlike penalty, dangerous play penalty.

### F. SUSPENSIONS

#### F.1 Suspensions

It should be noted that in all suspensions the designation of the initiation, duration, and cessation of the suspension is the decision of the Campus Recreation Coordinator or designate. (Games missed by a suspended participant prior to a meeting with the

Supervisor, are not considered suspended games and are not transferable to the suspension term).

When a person is under a term suspension or an indefinite suspension, they are ineligible to participate in all Intramural activities including employment within the Campus Recreation programs, until such time as the person is interviewed and reinstated by the Campus Recreation Coordinator.

#### F.2 1-3 Game Suspensions

The Campus Recreation Coordinator may assess 1-3 game suspensions after a game misconduct penalty and resulting match suspension has been given. The Supervisor based on such following criteria will decide the number of games suspended: Gross profanity, unsportsmanlike conduct, verbal threats, inciting a fight, repeated misconduct penalties, participating under a false or assumed identity, etc.

#### F.3 Term Suspensions

The Campus Recreation Coordinator may assess a term suspension after a game misconduct and a resulting match suspension has been assessed. The gravity of the misconduct will determine the length of the suspension. A term suspension may be 1-4 months in duration. Criteria pertaining to term suspensions are such things as: two (2) prior 1-3 game suspension offenses, participation in Intramurals while under suspension, unnecessary roughness or life threatening actions, deliberate intent to injure, being under the influence of stimulants, depressants or hallucinogens, etc.

#### F.4 Indefinite Suspension

The Campus Recreation Coordinator may assess an indefinite suspension after a game misconduct and resulting match suspension has been given. An indefinite suspension is warranted for such reasons as: two (2) term suspension offenses, participation in Intramurals while under term suspension, deliberate injury, or any other gross misconduct which is deemed warranted. Such suspension is expressed by the decision of the Campus Recreation Coordinator.

## **INTRAMURAL REPRESENTATIVES**

### **G. INTRAMURAL SPORT REPRESENTATIVES**

The involvement of sport representatives is the key to the success of the programs. The purpose of the Intramural Council is to give direction to the program structure and to assist with: a) the establishing of rules and regulations to govern the activities, b) to deal with protests and other sensitive issues which affect the functioning of the program. There are monthly Intramural Council meetings where important information will be disbursed and changes in rules and schedules discussed. Any potential complaints or concerns will also be heard at these meetings. Therefore, attendance at the Council Meetings is deemed of the utmost importance.

#### Responsibilities of Intramural Sport Representatives

Intramural Committee representatives are the liaison between the organization and the Intramural office. The success of the organization in the program is contingent upon the leadership and effectiveness of the representative.

G.1 Register the organization at the Campus Recreation Office by giving the representative's name, address, email address and phone number.

G.2 Secure competent and interested personnel from the organization to serve as team captains for each sport activity. Ensure teams are represented at appropriate team captain meetings.

G.3 Ensure all entry forms are completed and submitted by entry deadline date.

PLEASE PRINT ALL FORMS CLEARLY.

G.4 Attend or have a substitute at all Intramural Council Meetings.

G.5 Obtain flyers, information sheets, spare names, rules, schedules, etc. for all activities and distribute information to participants.

G.6 Thoroughly understand the rules of each sport as specified by the Intramural Office and ensure that participants are informed.

G.7 Contact the Intramural Office regularly and report any problems or concerns.

G.8 Frequently remind team members about upcoming games and events.

G.9 Frequently check schedules for changes and distribute to team captains well in advance of first game.

#### INTRAMURAL COUNCIL (Sport Representatives)

The Intramural Council is comprised of selected sport representatives from the various participating units: faculty, residence halls, organizations, societies, etc.

Council Meetings are held monthly at Dalplex. Each participating unit should insure they have a Sport Representative at each meeting, to receive important information and be involved in decision-making. Contact the Intramural office for dates.

## **H. TEAM CAPTAINS**

H.1 Each team must have a captain and co-captain identified on the entry form with mailing address, email address and telephone number(s). If the contact information for the team changes, the Campus Recreation Office must be informed.

H.2 The team captains have an important leadership role and are directly responsible for insuring that team members are properly informed of playing schedules, eligibility, playing regulations, and proper conduct during the games, etc. The selection of team captains should be done with care to insure proper concern and dedication will be given in this leadership position.

H.3 Team captains are required to attend a scheduled team captain's meeting prior to the start of each league, tournament or special event. At these meetings special instructions, rules and regulations are discussed and playing schedules are circulated and checked for scheduling conflicts. It is of utmost importance that each team is represented at this meeting. If team captains cannot attend, they should designate a replacement, and then insure they contact the Intramural Office to make certain they are updated on all current information.

H.4 Team captains are the main contact with the Intramural Office and their sport representative (if applicable). They are responsible for keeping up to date on schedule changes or problems and notifying their team members of such.

H.5 Team captains should check with the Intramural Office on a regular (daily) basis during league and tournament play, as it is difficult for the Intramural staff to make contact with students during the day to relay important messages.

H.6 Team Captains should also phone Dial-a-Rec the day of competition for confirmation of games.

## **INTRAMURAL STAFF**

### **I. INTRAMURAL OFFICIALS**

The Intramural program is a recreational program and therefore strives to provide a suitable atmosphere and conditions under which the individual can participate and arranges for adequate officials to officiate the games in order to ensure a satisfactory playing environment.

Most Intramural officials are not professionally trained officials. They are, however, screened and tested and hired to do a specific job. Without the officials, the rules of the games will need to be altered to recreational or the appropriate workable rules. It is, therefore, a policy that we will all strive to support and uphold the officials in their efforts to serve the staff and participants.

We have repeatedly lost competent and willing officials due to the rude abuse that they are subjected to by participants. It is to be expected that some difficulties will arise which are official related, therefore, the following policies and procedures are established to deal with the concerns and to try and keep the program running smoothly and on schedule.

#### **Policies and Procedures of Officials**

I.1 If officials do not show for a game, then the two team captains must agree with the sport convener to: a) let the game stand as a tie on the league standings, or b) play the game under gentlemen's rules and the winning team captain will report the game results, in writing with both captains signing the score sheet, to verify the game score. The game will stand as a non-contestable game outcome.

I.2 When officials are calling the game, they will hear only official complaints or requests from the game designated team captain or co-captain. If approached in a mature and rational manner, the officials are obligated to hear the complaint and concern and give explanations of call or rule interpretation.

I.3 Officials' judgment decisions are not questionable, but may be brought to the attention of the official. If a rule is misinterpreted, then the clarification should be sought at that time. If, however, a protest is being levied, then it must be declared at that point in time during the game and followed up with an official written protest.

I.4 Any unsportsmanlike comments, conduct, or foul language directed toward the official will be served with the respective game penalty for the players - but will also justify a team warning from the official. A second offense from the same team will result in an automatic forfeit of the game and a defaulted win awarded to the opponents. Appropriate points will be taken from the team's standings.

I.5 Team captains and teammates must take responsibility for the conduct of team players. If a team has repeated misconduct offenses, they will forfeit their entry fee and may be subject to disqualification from the league.

## J. SPORT CONVENER

### Policies and Procedures of Sport Conveners

- J.1 Should have thorough knowledge of rules and regulations of the Intramural Program.
- J.2 Attend all required scheduled meetings.
- J.3 Be in attendance at all scheduled activities to ensure:
  - a. Proper policies and procedures are carried out.
  - b. To assist with rules and policy interpretation when required.
  - c. That any injured person receives the proper medical attention and first aid.
  - d. That disciplinary and illegal actions are dealt with properly.
  - e. That equipment and facility is available and ready for each game and that they are treated properly and returned.
  - f. That proper interpretation of game rules are provided and to assist with officiating when necessary.
- J.4 Wear proper dress on the job and ensure that officials do also.
- J.5 Help with posting and promotion of activity.
- J.6 Keep track of eligibility for all league players.
- J.7 Assist in conducting team captains' meetings.
- J.8 Assist in arranging for all officials for games and keep Intramural Supervisor informed of hours worked.
- J.9 Ensure that all officials attend any required officials' clinics.
- J.10 Submit reports, score sheets, etc. by 10:00 am THE NEXT DAY after activity and ensure they are neat and legible.
- J.11 Assist in keeping league standing and statistics of leagues up-to-date and ensure they are neat and legible.
- J.12 Contact Intramural Supervisor regularly to keep them informed about activities.
- J. 13 Assist in any other tasks appointed by the Campus Recreation Coordinator.

## K. INTRAMURAL SUPERVISOR

The Intramural Supervisor reports directly to the Campus Recreation Coordinator. They are responsible for the day-to-day control and supervision of the Intramural activities. The Intramural Supervisor oversees the sport conveners and officials when on duty and advises the Campus Recreation Coordinator of any problems the following day. Responsible for a number of administration tasks, the Intramural Supervisor holds the position of top authority at any activity and can answer any issues that arise during an event that need immediate resolve. A more detailed job description is available from the Campus Recreation office.