

DAL INTRAMURALS 2017-2018



POLICY MANUAL

Dalhousie University

Department of Athletics & Recreational Services

WWW.ATHLETICS.DAL.CA • 494-3372

DALPLEX



INTRAMURAL POLICY HANDBOOK

IMPORTANT TELEPHONE NUMBERS

902-494-2002 Campus Recreation Office
902-494-3372 Dalplex Customer Service Centre
902-494-6818 Dalplex Court Bookings
902-494-8833 Studley Equipment Centre
902-494-3357 Dalplex Pool

“Aim of Campus Recreation”	Pg 4
REGISTRATION – <i>Entry Deadlines & Requirements</i> <i>Eligibility</i> <i>Registering a Team</i> <i>Non-Refundable Fees (Off Campus Sports)</i> NEW Forfeit Fee	Pg 4
FORFEITS	Pg 9
POSTPONMENTS	Pg 10
MISCONDUCTS <i>Penalties</i> <i>Suspensions</i>	Pg10
INTRAMURAL REPRESENTATIVES <i>Intramural Sport Representatives</i> <i>Team Captains</i>	Pg 13
INTRAMURAL STAFF <i>Officials</i> <i>Sport Convener</i> <i>Intramural Supervisor</i>	Pg 14

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. 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 <https://athletics.dal.ca/intramurals-clubs.html>

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 <https://athletics.dal.ca/intramurals-clubs/IntramuralSportRules.html>.
- 3.) **How to sign up for an on campus intramural sport:**
 - i. Log in to your IM Leagues account at <https://www.dalsports.dal.ca/Login.aspx?soi=IM> by using the same login information as what you would use for Dal Online (Net ID and Password). If you are unable to login email intra@dal.ca and include your student B00 number.
 - ii. Click the "Get Involved" button at the top right of your User Homepage page
OR
Click on the "Dalhousie University" link at the top to go to your school's homepage on IMLeagues.

- iii. The current sports will be displayed, click on the sport you wish to join (example below).



-Choose the league you wish to play in (Men's, Women's, Co-Rec, etc.)

- iv. Choose the division you'd like to play in (Monday 5PM, Tuesday 5PM, etc.)

- v. You can join the sport one of three ways:

- i. Create a team (For team captains/sport representatives)
 - i. Captains can invite members to their team by clicking "Team Options" and then "Invite Members" link on the team page. Any invited members must accept the invitation to be joined to your team.
 - i. If they've already registered on IMLeagues: search for their name, and invite them
 - ii. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.
- ii. Join a team
 - i. Find existing teams on the league page and click the "join team" button to send a request to join a team
 - ii. Accepting a request from the captain to join their team
 - iii. Finding the team and captain name on division/league page and requesting to join
 - iv. Going to the captain's playercard page, viewing their team, and requesting to join
- iii. Join as a Free Agent
 - i. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

IMLeagues also has a mobile app called REC*IT that can be downloaded for free from the App Store and Google Play Store! It can be used to sign-up and create/join teams.

4. **Off campus sports (Ice Hockey, Curling, Summer Softball)** first require payment of fees at Dalplex Customer Service Desk before registering on IM Leagues. These leagues will become available on IM Leagues once the registration deadline passes.

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. Teams may lose spot in the league for submitting an inappropriate name.

NEW 6. All Intramural league scheduling and results will take place on IM Leagues.

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 (Employees (including Faculty members) and part-time students must hold a Dalplex membership to participate). Full time students are provided a membership as part of their tuition.

A.2 It is recommended that 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 or not enough individuals from that unit are available to form a team. The team is responsible for recruiting participants but can look for free agents on IM Leagues and/or reach out to the Campus Recreation Office to see if anyone is available.

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 eligibility form on file in the Campus Recreation office. Names can be added to the eligibility form after the start of the league up until the last regular season game (2nd last game for Ice Hockey) or tournament.

A.6 The student's name and I. D. number or Dalplex membership number must be provided for each player on site for identification purposes. A student may be asked to provide their card at any point by the Intramural Supervisor or Convener to validate their eligibility.

A.7 All players must sign their name and identification number on the game roster 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. Protests after the game begins will not be allowed. If a player is injured during the course of play and the team is then under the minimum number of participants the game will still be allowed to move forward in an official manner once the injury is addressed. If the injury requires additional supports the score of the game will stand and the game will be called to provide necessary help/support to the injured participant.

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 and this player will be suspended for the remainder of the term, possibly the following term as well.

A.9 Only those participants listed on the official Intramural eligibility form are eligible to play in the play-offs. No additions to team entry rosters may be made after the end of league play. All sports except for ice hockey require participants to play at least one regular season game in order to be eligible for playoffs. Ice hockey requires two regular season games as the league is played in both semesters.

A.10 Responsibility for the control of the playoff 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 ask to check the team roster sheets at the last regular season game to determine who is eligible for playoffs.

A.11 Participants unable to meet the required playoff eligibility rule of participation may be 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 at least 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 seek 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.

TEAM LEADERSHIP

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.

C. INTRAMURAL FEES

The Performance Bond/Deposit is no longer required for all intramural offerings on Campus. Off Campus sports (ice hockey, curling and summer softball) have non-refundable registration fees (see below) due to the facilities being rented offsite. Registration for all intramural offerings will take place online through IM Leagues, however, fees also need to be paid in person at the Dalplex front desk for Ice Hockey, Curling and Summer Softball before adding the team to IM Leagues.

NEW Intramural Forfeit Fee In place of the old performance fee/intramural deposit a new non-refundable "forfeit fee" of \$20 is to be paid when a team defaults. This must be paid within 48 hours of the forfeit and is to be paid in person at the Dalplex front desk in order for the team to remain in the league. If a team defaults a second time they must have permission from the Campus Recreation Coordinator to be able to pay the fee / remain in the league. If a team is on the waitlist they will be given priority to obtain the spot in the league if the forfeit fee is not paid within 48 hours of the game. To avoid a forfeit the team must contact intra@dal.ca 48 hours in advance of the game to concede event. **The forfeit fee also applies to Ice Hockey and Curling.**

INTRAMURAL HOCKEY, CURLING and SUMMER SOFTBALL FEES

- Hockey registrations require a \$300 + HST non-refundable fee plus a jersey deposit or jersey purchase fee. The \$200 jersey deposit fee is refundable at the end of the season as long as teams are wearing matching jerseys to each game that are in good taste

and which have a number on the back of them. If teams purchase a 15 jersey set from us for \$225 + HST we do not require them to also pay the jersey deposit. **The jerseys are yours to keep and are non-refundable.**

-Curling requires a \$30 + HST non-refundable team fee (team registrations only)

-Softball requires a \$150 + HST non-refundable team fee (team registrations only)

Individuals without a team can register for **Ice Hockey** by paying a \$40 + HST non-refundable fee for the season (includes fall and winter) at the Dalplex Customer Service Desk for the Co-ed Residence League (Wednesday Nights) or the Women's Hockey League (Sunday Nights). This fee also includes a jersey. Females can play as an individual in both leagues but must pay \$40 + HST per league.

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.
- 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. Forfeited games WILL NOT be rescheduled.
- V. Any team proven to have played a game with an ineligible player will receive the – 5pts penalty and the player WILL BE DROPPED from league play for the remainder of the season. If a player is playing under an assumed name and/or falsified identification number that player will be suspended for the season and the team will have to pay the forfeit fee to remain in the league. Additional follow-up from student services may occur in these situations.
- VI. 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.

- VII. 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 will receive an email and/or text indicating the cancellation no less than 2 hours prior to the game.
- 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.
- 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.

SPECIAL EVENTS HOSTED BY STUDENT SOCIETIES

The Intramural staff will provide assistance (when possible) to any organization that wishes to conduct tournaments or special recreational events within its own group. Student societies are encouraged to contact intra@dal.ca at least two weeks in advance of the event once they have a facility rented through reservations@dal.ca.

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 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, and participating under a false or assumed identity, 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 teams on the IM leagues website for all offerings they have enough participants for (See IM Leagues instructions at)

G.2 Secure competent and interested personnel from the organization to serve as team captains for each sport activity.

- G.3 Ensure all entries are completed and submitted by entry deadline date with the minimum team requirements met.
- G.4 Distribute league information to all participants.
- G.5 Thoroughly understand the rules of each sport as specified by the Intramural Office and ensure that participants are informed.
- G.6 Contact the Intramural Office regularly and report any problems or concerns.
- G.7 Frequently remind team members about upcoming games and events.
- G.8 Frequently check schedules for changes and distribute to team captains well in advance of first game.

H. TEAM CAPTAINS

- H.1 Each team must have a captain identified on IM Leagues.
- 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 review intramural rules and regulations and are responsible for disseminating that information to their teams along with league schedules (also can be viewed on IM Leagues).
- 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.

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.