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McGILL INTRAMURAL HANDBOOK & PLAYERS' CODE OF CONDUCT

Updated –August 2023

Captains and players are required to read the present copy of the **Intramural Handbook & Players' Code of Conduct**. The handbook contains vital information regarding player eligibility, program policies, procedures, and league rules.

Captains and players are also required to read the specific league rules for their sport. Copies of the rules along with links to the governing body websites are provided where applicable.

DISCLAIMER

McGill University, its staff and administration are not responsible for any and all claims of loss, damage or injury to persons or property, however caused, including negligence, to any party arising directly or indirectly from participation in the intramural program. Use of the facilities and participation in the activities of the program are entirely at the student's/member's own risk.

Questions or Concerns?

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1 PLAYER ELIGIBILITY

1.1 REGULAR PLAYERS

1.1.1 The following individuals are eligible to participate in the McGill Intramural program:

- McGill University students (Full-time, Part-Time, Exchange, Inter-University)
- McGill Staff (incl. Post-docs) – Full complex membership or “Intramural Access Pass” required
- McGill Alumni – Full complex membership or “Intramural Access Pass” required
- McGill Continuing Education students – Full complex membership or “Intramural Access Pass” required
- McGill Sports Complex members
- Non-McGill community that have purchased an “Intramural Access Pass”

1.1.2 To be fully eligible, students must have the “Athletics & Recreation” fee appear on their MINERVA statement in order to play. If the fee does not appear on their statement, the student is still eligible but must purchase a gym membership in order to play (See Article 1.1.3).

1.1.3 Staff, Alumni, Sports Complex Members, and Continuing Education students must:

- Have a full complex membership OR purchase an “Intramural Access Pass”
- The “Intramural Access Pass” is \$85 (tax included) for staff, alumni and continuing education students. \$145 (tax included) for the non-McGill community.
- The access pass allows participants to play ALL intramural sports regardless of facility or venue.

1.1.3.1 The purchase of “day passes” with the intent to play games only on certain days (e.g. when an intramural game is scheduled) is NOT permitted.

1.2 VARSITY ATHLETES

Varsity players who are representing or have represented their University at the intercollegiate level are subject to limitations in participation as outlined below.

Varsity Athletes

1.2.1 May not participate in the same sport for which they represent the university during the same semester. This includes redshirted players and anyone listed on a roster. Varsity soccer players may not participate in 5v5 soccer/futsal.

1.2.2 May participate freely in intramural sports other than their varsity sport.

1.2.3 May participate freely in ALL sports upon graduation, release from team or expiry of eligibility.

Club Status

1.2.4 Athletes who are members of McGill sport “clubs” (Athletics & Recreation clubs or SSMU clubs) do not have varsity status. As a result, Articles 1.2.1 do not apply to them. Sport teams that fall under this category are as follows:

- Volleyball (M)
- Ultimate
- Cricket

2 TEAM CATEGORIES & LEVELS OF PLAY

2.1 TEAM CATEGORIES

McGill Intramurals are subdivided into three different team categories: **OPEN**, **WOMEN**, and **MIXED**. For the purposes of our program, the terms 'men' and 'women' are inclusive of two-spirit, trans, and gender non-conforming members of our community. We have trained our staff to understand gender as a spectrum and encourage individuals to self-select where they feel they belong within the participation structure. McGill Recreation welcomes and encourages all participants.

- **OPEN** – Men, Women, Two-Spirit, Trans, Gender Non-Conforming. This category welcomes all individuals to participate regardless of gender.
- **WOMEN** – Women, Two-Spirit, Trans, Gender Non-Conforming. This category welcomes participation by those who self-identify as women, two-spirit, trans and gender non-conforming.
- **MIXED** – Men, Women, Two-Spirit, Trans, Gender Non-Conforming. This category welcomes all individuals to participate regardless of gender, however, team must adhere to a maximum number of a single gender on the field of play. Please refer to sport specific rules for additional information.

Depending on each individual sport and/or its popularity, not all team categories may be offered

2.2 LEVELS OF PLAY / TIERS

Tier 1 (Highly competitive) — Top competitive tier with playoffs. Highly skilled participants. Participants have several years of experience in an advanced setting for that sport.

Tier 2 (Intermediate high) — Middle high competitive tier with playoffs. Average skilled participants. Participants have experience in an organized setting for that sport but may not be as skilled as players in tier 1.

Tier 3 (Intermediate low) — Middle low competitive tier with playoffs. Participants have some experience in an organized setting for that sport.

Tier 4 (Beginner) — Lowest competitive tier with playoffs. Participants have minimal experience in an organized setting for that sport.

PLAY-FUN (Beginner) — Lowest recreational tier WITHOUT playoffs. PLAY-FUN is for participants looking for a more casual sport setting. Participants generally have little to no experience in the sport. Overly-aggressive and competitive play are not welcome. PLAY-FUN leagues also have the following features:

- Only offered in the OPEN team category
- Games will have a smaller officiating crew. Personal stats and fouls/penalties will NOT be logged (See sports specific rules for additional information).
- Some game-play/rules will be modified (See sports specific rules for additional information).
- Teams do NOT need to adhere to the McGill Intramural uniform policy. Home teams will be required to wear white/grey shirts and away teams will be required to wear coloured shirts (See Article 4.1).
- NO Playoffs — The league ends at the conclusion of regular season. Teams will play an additional regular season game compared to PLAY-COMP.
- NO Prizes — McGill intramural mugs are not distributed at season end. No winner is declared.

Depending on each individual sport and/or its popularity, not all tiers may be offered

2.3 TIER MOVEMENT

The McGill Intramural Office has the right to move any intramural team up or down a competitive tier level both at the start of the season and during the season. The intramural office will use past results and evaluations from supervisors/officials to determine the proper skill level and tier for a given team. The goal is to foster a playing environment that is fair, competitive and enjoyable. This rule does not apply to PLAY-FUN teams.

2.4 MULTIPLE-TEAM PARTICIPATION

- 2.4.1 Individuals may only participate on one (1) team within each team category (OPEN, MIXED, WOMEN). For example, a participant can be on one (1) OPEN team and one (1) MIXED team. They cannot be on two (2) OPEN teams. See the list below for more examples of what is allowed and not allowed. PLAY-FUN is considered an OPEN division.

EXAMPLES

OPEN TIER 1 + OPEN TIER 3 = **NOT permitted**

PLAY-FUN + OPEN C = **NOT permitted**

WOMEN TIER 1 + WOMEN TIER 2 = **NOT permitted**

MIXED TIER 2 + MIXED TIER 3 = **NOT permitted**

- 2.3.2 Participation in separate team categories is permitted up to a maximum of **two (2) teams** per sport, unless otherwise specified.

EXAMPLES

PLAY-FUN + MIXED TIER 2 = **Permitted**

WOMEN TIER 2 + MIXED TIER 3 = **Permitted**

OPEN TIER 2 + MIXED TIER 1 = **Permitted**

- 2.3.3 Once an individual has played their first game for a particular team, they become a permanent member of that team.

3 ROSTER & PLAYER ADDITION

3.1 IM LEAGUES

IM Leagues is the official McGill intramural sports league and team management platform. It is used to keep track of match scores, rankings, and individual player statistics. It also helps captains manage their team more efficiently.

Player check-in and match scorekeeping will be carried out through digital tablets directly at the game site.

- 3.1.1 A detailed user guide including roster addition and team management on IM Leagues can be found at: recreation.mcgill.ca/intramurals
- 3.1.2 Captains are required to invite teammates and finalize their team roster online through IM Leagues before their first match. Any player who has not registered on IM Leagues and does not appear on the roster will NOT be permitted to play.

3.2 PLAYER ADDITION DEADLINES

- 3.2.1 New players may be added to a team's roster at any point during the regular season.

3.3 ROSTER LIMITS

- 3.3.1 No teams shall have more than 25 players on their roster. Such a limit is in place to ensure that all team members are accounted for and signed in during a given game.
- 3.3.2 Teams may delete players from their roster in order to make space for new players. However this is permitted only if the player to be deleted has not taken part in *any* games with that team.

3.4 PLAYER TRANSFERS

- 3.4.1 As per Article 2.3.3, a player's membership to a particular team is finalized following participation in one of their games. Players "transfers" (from one team to another) are not permitted, except under exceptional circumstances.
- 3.4.2 Players wishing to transfer teams must petition the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca)
- 3.4.3 Transfers will be granted on a case-by-case basis, and provided the following conditions are met:
- The player must be in good standing with their original team
 - The player must have played a maximum of one (1) game with their original team

4 UNIFORM POLICY & EQUIPMENT

4.1 MCGILL INTRAMURAL UNIFORM POLICY

For the purpose of player and team recognition, teams within the following leagues must supply their own matching team uniforms with numbers:

- BASKETBALL (5x5) – OPEN, WOMEN, MIXED
- ICE HOCKEY - OPEN
- SOCCER (5v5, 7v7, 11v11) – OPEN, WOMEN, MIXED

Each team must have similar colored team uniforms with numbers that make the team both unified and uniquely identifiable with respect to the opposing team. At the game official's discretion, if both teams wear uniforms that are too similar in color, one team will be required to wear pinnies provided by the league. Team uniforms must also adhere to the following:

- Numbers must be clearly displayed on the back of the uniform
- Numbers must be a minimum of 6" in height
- Numbers must be permanent (no tape, chalk, etc)
- Each member of the team must have a unique number in relation to the rest of their team
- Uniforms do not need to be professionally made
- Any logos or team names must follow the McGill Intramural Team Name Policy (See Article 5.1)

- 4.1.1 All PLAY-FUN teams are NOT subject to this policy. However, the home team players are required to wear a white shirt and the away team players are required to wear a dark shirt. LIGHT GREY IS NOT PERMITTED. PLAY-FUN Ice Hockey teams must wear any similar colour uniform but do not need numbers on the back.
- 4.1.2 All 3x3 basketball, cricket, flag football and ultimate teams are NOT subject to this policy. However, the home team players are required to wear a white shirt and the away team players are required to wear a dark shirt. LIGHT GREY IS NOT PERMITTED.
- 4.1.3 All dodgeball, innertube waterpolo, roundnet and volleyball are NOT subject to this policy nor do white or dark shirts need to be worn.
- 4.1.4 Teams that are in violation of the Uniform Policy are subject to penalties. Teams will be given a free pass for their first game. From the second game onward, teams will be deducted \$50 from their team performance bond for each game they violate the uniform policy (See Article 6.2.1). If teams do not have uniforms by their 4th game, they will be disqualified from the league.

4.2 OTHER PLAYER EQUIPMENT

Depending on the sport, participants may be required to wear the following protective gear.

ICE HOCKEY	CSA approved helmet with face mask Neck protector Hockey gloves Shin Guards
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5 MCGILL INTRAMURAL TEAM NAME POLICY

- 5.1 Intramurals reserves the right to refuse inappropriate team names or team logos. Teams must ensure their name/logo is respectful and does not perpetuate harm or violence including harassment and discrimination prohibited by law. The McGill *Policy on Harassment and Discrimination Prohibited by Law* identifies the following grounds as protected: race, colour, sex (including gender identity), pregnancy, sexual orientation, civil status, age, religion, political conviction, language, ethnic or national origin, social condition and disability. Sport related puns that are deemed to be crude are also not permitted. Participants are encouraged to contact Nicholas Boeker at nicholas.boeker@mcgill.ca for any questions about team name/logo submissions.
- 5.2 If a team name or logo is flagged for being inappropriate the team will have 24 hours to select a new team name/logo. If a new name or logo is not submitted within 24 hours the Intramural Office will select a name/logo for the team.

6 TEAM PERFORMANCE BOND

6.1 Each team must pay a performance bond (specific to the sport – See Article 6.1.1) prior to the start of each season. Failure to pay the bond before the deadline will result in a league removal of the team.

6.1.1 Sport specific team performance bond amounts:

\$100	\$50
Basketball (5x5)	Basketball (3x3)
Cricket	Roundnet
Dodgeball	Soccer (2v2)
Flag Football	Tennis
Ice Hockey	Badminton
Innertube Waterpolo	
Soccer (11v11, 7v7, 5v5)	
Ultimate (5v5, 7v7)	
Volleyball	

6.1.2 Payment can be made online or at client services

6.2 LOSS OF TEAM PERFORMANCE BOND & DISQUALIFICATION

6.2.1 A team will face a deduction from their performance bond for the following actions:

- a) Default (See Article 12.1.1)
- b) Uniform policy violation (See Article 4.1)
- c) A multiple-game player suspension (See Article 14.2.4)
- d) Team receives a Sport Behaviour Rating of “1” during a match (See Article 7.4)
- e) Use of varsity or ineligible player (See Article 9)

6.2.2 1st violation = 50% deduction of bond.
2nd violation = Loss of entire bond.
3rd violation = Disqualification from the league.

6.3 REFUND OF TEAM PERFORMANCE BOND

6.3.1 If a team DOES NOT violate any actions in Article 6.2.1 the entire performance bond will be refunded at the end of the semester/season.

6.3.2 Performance bond refunds can only be claimed by visiting or calling client services at 475 Pine Avenue West. Only the person who initially paid for the performance bond is entitled to the refund.

6.3.3. Performance bond refunds will take place at the conclusion of playoffs each semester. The exact refund deadline date may vary from year to year and will be communicated to captain's throughout the season.

6.3.4 All performance bond refunds must be claimed before the refund deadline date or they will be lost. NO EXCEPTIONS.

6.3.5 All discrepancies as to the amount of your performance bond refund must be identified prior to the last day of bond pick up by emailing the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca)

7 TEAM SPIRIT RATING

7.1 RATING SYSTEM

- 7.1.1 The Team Spirit Rating is a rating system from 1-5 that will indicate how well a team has upheld their positive sporting spirit throughout a game. It is in place so that teams maintain self-control at all times while respecting the rules, their opponents and the officials.
- 7.1.2 At the completion of a game all game officials and timers involved will give each team a rating from 1-5. The final game rating for each team will be an average of all scores submitted. Thus, each team will have their own unique Team Spirit Rating after each completed game.
- 7.1.3 All scores from all games will be added up and averaged to give a final Team Spirit Rating at the end of the regular season. Teams must have an average Team Spirit Rating of 3 or better at season's end or they will be removed from the league and not qualify for playoffs.

7.4 RATING SCALE

5 – EXCELLENT

- Excellent team spirit towards opponents and officials (e.g., team always maintains an outstanding attitude, captains always question officials in a respectful manner and entire team shakes hands at the end of the game).
- Entire team maintains self-control at all times.
- No major penalties/incidents.
- Penalties are next to none.

4 – GOOD

- Good team spirit towards opponents and officials (e.g., team always maintains a good attitude most of the game, no conflicts).
- Entire team maintains self-control at all times.
- No major penalties/incidents.
- Penalties are very few

3 – AVERAGE

- Good team spirit towards opponents and officials (e.g., negative attitudes are limited to an individual rather than the entire team).
- Lack of self-control is limited to an individual, not the entire team.
- No major penalties/incidents.
- Few penalties

2 – POOR

- Poor team spirit towards opponents and officials. Lack of respect shown towards opponents and officials. Use of profane and/or vulgar language.
- More than one team member shows a lack of self-control.
- Major penalty(ies) have been awarded.
- More than average number of penalties.
- If a team has an ejection, the team will automatically receive a 2 rating.

1 – NOT ACCEPTABLE

- Terrible team spirit toward opponents and officials. Frequent use of profane and/or vulgar language, acts of verbal or physical intimidation.
- The majority of the team shows a lack of self-control and respect for opponents and/or officials.

- Major penalties have been awarded.
- Numerous penalties.
- Players showing up intoxicated.
- If a fight occurs, the team will automatically receive a 1 rating.
- Receiving a 1 rating will be result in a Team Performance Bond penalty (See Article 6.2.1)

7.5 Appropriate conduct is vital to maintaining the suitable recreational atmosphere of intramural sports. All intramural participants and spectators are expected to conduct themselves in a civil and sporting manner at all times – before, during, and after contests. Behavior that promotes intolerance or prejudice, degrades any racial, ethnic, gender or religious group, infers an explicit sexual reference, or promotes destructive behavior is considered disrespectful to the University and its members, and will be addressed and dealt with accordingly.

8 MCGILL ID POLICY & SIGN-IN PROCEDURES

8.1 SIGN-IN PROCEDURES

8.1.1 In order to sign-in into an intramural contest, all participants are required to fulfill the following two conditions. They must:

6.1.1.1 Present their **valid** McGill ID card to the scorekeeper prior to the start of the game. No other forms of identification (ex. driver's license) will be accepted, except in cases of lost McGill IDs (See Article 8.1.4 below).

6.1.1.2 Have their name appear on their team's roster on IM Leagues. Ensuring this requirement is fulfilled is the team captain's responsibility (See Article 3.1.2).

8.1.2 Failure to comply with Articles 8.1.1.1 and 8.1.1.2 will prevent an individual from participating in the game. NO MCGILL ID or NO IM LEAGUES = NO PLAY. NO EXCEPTIONS!

8.1.3 All player IDs will be inspected by the scorekeeper and immediately handed back to the participant. IDs will NOT be kept by the scorekeeper and are not the responsibility of the McGill Intramural program.

8.1.4 **LOST IDs** – If a participant has lost their McGill ID card, they will be allowed to play if both of the following documents are presented:

- A MINERVA printout indicating registration at McGill during the current academic year (alternatively, under the scorekeeper's supervision, the participant may *log-in into MINERVA at the gamesite* (e.g. via smartphone), access the corresponding page, and show this information to the scorekeeper).
- A government **photo ID** with the name matching that on the Minerva statement.

Note that the use of the scorekeeper's iPad for fulfilling the first of the two conditions above will NOT be permitted.

8.2 LATE ARRIVAL

8.2.1 A player who arrives late can sign-in at any point during the match. It is their responsibility to locate the scorekeeper and sign-in with a valid McGill ID before entering play. Failure to comply will result in the participant being in breach of Article 9.1 "Failure to Sign-in".

9 ELIGIBILITY VIOLATIONS

9.1 FAILURE TO SIGN-IN

- 9.1.1 If, at any time during a contest, a team is found to have a player participating without having signed-in with the scorekeeper, the game will be stopped and the player immediately asked to present their McGill ID.
- 9.1.2 If the player is unable to comply with Article 9.1.1, the game will be abandoned and the player's team will forfeit the match.
- 9.1.3 Team captains are ultimately responsible for ensuring that each of their teammates properly sign-in into contests before they participate. This policy is in place to protect the integrity of the intramural program and to ultimately ensure that every intramural contest is played fairly.

9.2 IMPROPER USE OF A MCGILL ID

- 9.2.1 Participants cannot use an expired McGill ID or membership card to sign-in and participate in a contest. Alumni or past members must purchase an "Intramural Access Pass" or a full complex membership. See article 9.7 for more details.
- 9.2.2 McGill staff cannot use their staff ID card to sign-in and participate in a contest. Staff must purchase an "Intramural Access Pass" or a full complex membership. See article 9.7 for more details.
- 9.2.3 No participant may use another individual's McGill ID to sign-in and participate in a contest.
- 9.2.4 In the event that the identity of a McGill ID holder trying to sign-in to a game does not match the identity on the McGill ID, the card will be confiscated by intramural staff as per university policy.
- 9.2.5 The game in question will immediately be forfeited. The forfeit applies whether the violation is discovered before (i.e. at the sign-in procedure), during, or after the game.
- 9.2.6 Both individuals (the card holder, as well as the identity on the McGill ID) will be suspended indefinitely from all intramural activities. Suspensions will go into effect immediately when the card is confiscated, and can only be lifted by the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca)
- 9.2.7 In addition, violators may be held to further disciplinary measures at both the McGill Recreation (access of the gym facilities) and academic (university) levels, which operate completely independent from the intramural suspension.

9.3 MULTIPLE-TEAM VIOLATIONS

Participants are subject to the rules governing multiple-team participation as outlined in Article 2.3

- 9.3.1 An individual discovered to have played for multiple teams illegally will receive a minimum 1-game suspension. The duration of the suspension may be increased depending on the number of games that were played illegally.

9.3.2 All teams, beyond the original team, for which the individual played for illegally will be assessed a **forfeit** for the match(es) in which the violation(s) occurred.

9.3.3 Repeat offenders will lose playing privileges in the intramural program permanently.

9.4 PLAYING WHILE NOT ON IM LEAGUES ROSTER

9.4.1 An individual discovered to have participated in a contest without being present on their team's IM Leagues roster will receive a 1-game suspension.

9.4.2 The match in which the player participated in will automatically be forfeited.

9.5 PLAYING WHILE SUSPENDED

9.5.1 An individual discovered to have participated in a contest while suspended, will have to serve the suspension in their team's next game(s). Furthermore, the player will receive an additional 1-game suspension that is cumulative with the previous suspension.

9.5.2 The match in which the player participated in will automatically be forfeited.

9.6 PLAYING IN A PLAYOFF GAME WITHOUT PLAYOFF ELIGIBILITY

9.6.1 An individual discovered to have participated in a playoff contest without having played the minimum number of games during regular season (See Article 11.3.2) will receive a 1-game suspension, to be applied in that sport's next season session.

9.6.2 The playoff match in which the player participated in will automatically be forfeited.

9.6.3 It is the responsibility of each player to know if they are playoff eligible. If an official mistakenly checks in a non-playoff eligible participant, the game will still be considered a forfeit. Forfeits can be applied retroactively upon discovery of the violation.

9.7 INELIGIBLE PLAYERS IN A CONTEST

9.7.1 If a team is found playing with an ineligible player at any point during the season, that team will be charged with a forfeit for all games in which the ineligible player participated in. These consequences apply regardless of whether the violation is discovered during or after the contest. Furthermore, these consequences apply even if the ineligible player acted independently.

9.7.2 The Intramural Protest & Disciplinary Committee (IPDC) reserves the right to retroactively change the result of the game in which an ineligible player participated into a forfeit score.

9.7.3 Team captains are responsible for checking the eligibility of their team members. Captains that fail to comply with this requirement expose themselves to suspension from the program.

9.7 INTRAMURAL ACCESS CARD

9.7.1 McGill alumni, staff or continuing education students must have a full complex membership or an "Intramural Access Card" to participate. Failure to show the proper ID will result in the temporary suspension of the player. The player will have until the team's next match to purchase the proper pass or else the team will forfeit all games the player participated in. The team will also lose half of their Team Performance Bond.

10 CAPTAIN & PLAYER RESPONSIBILITIES

10.1 CAPTAINS

Team captains are participating members of their teams. They assume leadership roles in the organization and administration of their teams. Captains must:

- 10.1.1 Complete team registration and pay the team entry fee before the entry deadline.
- 10.1.2 Ensure the team performance bond has been submitted before the start of the regular season.
- 10.1.2 Invite teammates to IM Leagues and ensure roster is complete/valid. Complete sport specific quiz on IM Leagues
- 10.1.3 Attend or send team representative to mandatory pre-season captain's meeting.
- 10.1.4 Enter the team's schedule time preferences on IM Leagues (See Article 11.1.4)
- 10.1.5 Know sport-specific rules, as well as the general rules & regulations governing the McGill Intramural Program contained in this Handbook.
- 10.1.6 Organize a communication list (Email, Facebook group, Whats App group, etc) of team members, in order to disseminate any pertinent information regarding rules & regulations as outlined above.
- 10.1.7 Have enough players to field a complete team for all games. Captains should have all team members appear at the game site early so they are ready to play at the scheduled game time. It is recommended players arrive at least 5-10 minutes before match time (15 minutes in ice hockey).
- 10.1.8 Remind teammates that they will not be permitted to play if they do not show their McGill ID, membership or access card to the scorekeeper before every game.
- 10.1.9 Be a team leader. Captains are accountable for the conduct of their team members. They must deal appropriately with players who do not respect the rules and regulations of the McGill Intramural Program. Failure to do so may result in the captain being suspended.
- 10.1.8 Verify the accuracy of the gamesheet on IM Leagues after each game. Any disputes must be brought to the attention of the McGill Intramural Office within five (5) days upon the game's completion.
- 10.1.9 Report any injuries that might affect a teammate's playoff eligibility to the McGill Intramural Office as soon as possible. The office may grant playoff eligibility if the injury was disclosed early enough in the season.
- 10.1.10 Keep in touch with the McGill Intramural Office and the league coordinator. Games may be scheduled or rescheduled on short notice, so captains must check their email regularly. Up-to-date schedule information (including playoffs) can be found on IM Leagues.

10.1.11 Captains must be participating members of the team they represent. That is, they must:

- Appear on the team's roster
- Participate in a minimum number of games for that team, corresponding to the Playoff-eligibility minimum for that season (See Article 11.3.2).

If a captain fails to meet these requirements, they must immediately nominate a new captain who will represent the team in all future official league business. The contact information of the new captain (full name + email address) must be sent to:

- a. Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca)

It is extremely important the Intramural Office always have up-to-date information with which to contact a particular team. By default, the person who registers the team at the beginning of the season (on McGill Online Services or the Client Services office) is automatically selected as team captain. Those who merely wish to pay for team registration but do not intend to play, must immediately nominate a team captain for the season and inform the Intramural Office.

10.2 PLAYERS

Participants in the McGill Intramural Program must:

- 10.2.1 Complete the Intramural waiver on IM Leagues before joining a team.
- 10.2.2 Know the general rules & regulations governing the program, as well as the specific rules of their sport.
- 10.2.2 Arrive at the game site in advance of a game's scheduled start time.
- 10.2.3 Present a valid McGill ID, membership or access card to the timekeeper before each game.
- 10.2.4 Provide any equipment not supplied by the Intramural Program.
- 10.2.5 Check the online game schedule regularly.
- 10.2.7 Conduct themselves in a civil and sporting manner at all times – before, during, and after contests.

10.3 COACHES

- 10.3.1 Coaches are non-participating team members that are subject to the same eligibility limitations outlined in Article 1.1. During a contest, coaches may give tactical instructions from the team's bench.
- 10.3.2 Coaches present at games must have their names appear on their team's roster on IM Leagues.

- 10.3.3 Coaches must sign in with their McGill ID card with the scorekeeper prior to the game's start. Any coach who fails to comply with this requirement will be asked to leave the team's bench and the vicinity of the playing area.
- 10.3.4 Each team may have up to a maximum of two (2) coaches.
- 10.3.5 A coach may NOT be the team captain.
- 10.3.6 Conduct themselves in a civil and sporting manner at all times – before, during, and after contests.

11 REGULAR SEASON, TEAM RANKING & PLAYOFFS

11.1 REGULAR SEASON

- 11.1.2 The majority of sports will have a 6-game regular season.

Exceptions:

- Badminton (8 games)
- Tennis (8 games)
- Roundnet (8-12 games)
- Ice Hockey (7 games in Fall, 6 games in Winter)
- All Play-Fun leagues (1 extra game because of no playoffs)

- 11.1.3 The duration of regular season may be reduced or extended depending on division size & field availability.

Scheduling Time Preferences

- 11.1.4 Before the league schedule is made, captains have the opportunity to submit scheduling time preferences for days/times the majority of their team is either available or unavailable.
- 11.1.5 It cannot be guaranteed that a team's games will match the time preferences submitted. However every possible effort will be made to accommodate a captain's request.
- 11.1.6 Time preference submission must follow the appropriate procedure. Captains must submit time preferences via IM Leagues.
- 11.1.7 Depending on the sport and league, captains will have to leave certain number of game slots open per week when submitting time preferences.

11.2 TEAM RANKINGS

11.2.1 POINT ALLOCATION

Basketball, Flag Football, Ice Hockey, Ultimate

Win 2 pts.
Tie 1 pt.
Loss 0 pts.

Soccer (5v5, 7v7, 11v11, Innertube Waterpolo)

Win 3 pts.
Tie 1 pts.
Loss 0 pts.

Cricket, Dodgeball, Roundnet, Soccer (2v2), Volleyball

Win 2 pts.
Loss 0 pts.

11.2.2 TIE-BREAKING CRITERIA

If two teams or more are tied for points, rankings will be determined based on the following order of criteria:

Ice Hockey, Ultimate, Soccer (5v5, 7v7, 11v11), Innertube Waterpolo

- 1) Head-to-head record
- 2) Goal differential (GD)
- 3) Goals for (GF)
- 4) Coin toss

Basketball, Flag Football

- 1) Head-to-head record
- 2) Point differential (PD)
- 3) Points for (PF)
- 4) Coin toss

Dodgeball, Roundnet, Volleyball

- 1) Head-to-head record
- 2) Number of sets won (SW)
- 3) Points quotient (PQ)
- 4) Coin toss

2v2 Soccer, Badminton, Tennis

- 1) Head-to-head record
- 2) Number of sets won (SW)
- 3) Points quotient (PQ)
- 4) Coin toss

Cricket

- 1) Head-to-head record
- 2) Run differential (RD)
- 3) Runs for (PF)
- 4) Coin toss

11.2.2.1 The "head-to-head record" statistic is used only if all the tied teams have played each other at least once.

11.3 PLAYOFFS**11.3.1 NUMBER OF QUALIFYING TEAMS**

At the conclusion of regular season, the top teams in each of the PLAY-COMP tiers will advance to a single-elimination playoff structure in order to crown a champion.

The number of qualifying teams will be determined by the size of the division.

Division Size (teams)	Qualifying Teams
4	TOP 2
5-7	TOP 4
8-10	TOP 6
11-14	TOP 8
15-17	TOP 10
18-20	TOP 12
21+	TOP 16

- 11.3.1.1 The number of qualifying teams may, at the intramural office's discretion, be reduced or increased depending on division size, length of regular season, and other factors. Such changes will be made and communicated to team captains before play begins.

11.3.2 PLAYOFF ELIGIBILITY

To be eligible for playoffs, players must have officially signed-in for 50% of their team's regular season games. If there is an odd amount of regular season games, we will round down. Examples below:

Regular season	PLAYOFF-eligibility minimum
4 games	2 games
5 games	
6 games	3 games
7 games	
8 games	4 games
9 games	
10 games	5 games
11 games	

- 11.3.2.1 During regular season if a player is injured and thus unable to play, they may still sign-in at a game with the scorekeeper without having to take part in it. In doing so they will receive a +1 match attendance, for PLAYOFF-eligibility purposes. If the injury is severe and the player cannot attend a match they may email the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca) in order to be granted playoff eligibility. Teams are encouraged to disclose injuries as early in the season as possible so the Intramural Office can properly track players and their statuses.

12 DEFAULTS, FORFEITS & RESCHEDULES

12.1 DEFAULTS LOSE HALF OF TEAM PERFORMANCE BOND

- 12.1.1 If a team fails to arrive at the game site with the minimum number of players, dressed and prepared to play, needed to begin the activity (see sport-specific rules), a five (5)-minute grace period will be granted to the team at fault.

- 12.1.1.1 If, after the grace period, a team still fails to provide the minimum amount of players, a DEFAULT in favour of the team ready to play shall be declared.
- 12.1.1.2 In ICE HOCKEY, due to time constraints (necessary for the Zamboni machine to resurface the ice in between matches), the lost time will be subtracted from the first half of the match.
- 12.1.2 In team rankings, a default counts as a loss and the defaulting team will be **penalized with –1 points to their points total.**
- 12.1.3 In the event of a default, attendance records will be kept for all players present and ready to play, with certain limitations.
 - 12.1.3.1 Players on the defaulting team who arrive late (after the default has been declared) will not be credited for their attendance.
- 12.1.4 Defaulting teams will lose half their team-performance bond for a first offence (See Article 6.2.1).

12.2 FORFEITS NO FEE

- 12.2.1 If a team knows in advance, they will be unable to provide sufficient players to participate in a scheduled game, they may choose to FORFEIT.
- 12.2.2 There is no monetary fee associated with a forfeit.
- 12.2.3 To register a forfeit, the team captain must notify the league coordinator at least 24 hours prior to the game in question. This rule will be STRICTLY ENFORCED. Notifications received later will be counted as defaults.
- 12.2.4 A forfeited game counts as a loss against the team's record and the recorded score is the same as a defaulted game (See Article 12.4).
- 12.2.5 All roster members of the winning team will be credited for match attendance. Individuals on the forfeiting team will NOT be credited for attendance.

12.3 DISQUALIFICATION FROM THE LEAGUE DUE TO DEFAULTS/FORFEITS

A team will be automatically disqualified from the league if the following circumstances apply:

- a) Defaulting three (3) games in the same season. A second default will also result in the loss of the entire performance bond (See Article 6.2.2).
- b) Forfeiting two (2) games in the same season.
- c) Defaulting one (1) game and forfeiting one (1) game in the same season.

12.4 DEFAULT/FORFEIT SCORES

Ice Hockey, Soccer (11v11)
3-0 (goals)

Innertube Waterpolo, Soccer (5v5, 7v7)
5-0 (goals)

Basketball, Cricket, Ultimate (5v5, 7v7)
20-0 (points, runs)

Roundnet

Dodgeball

5-0 sets (7-0, 7-0, 7-0, 7-0, 7-0, 7-0)

Soccer (2v2)

3-0 sets (7-0, 7-0, 7-0)

Volleyball

2-0 sets (25-0, 25-0)

Flag Football

2-0 sets (21-0, 21-0)

21-0 (points)

12.5 RESCHEDULING

Due to the large number of teams in all sports and the relatively short seasons, rescheduling of league games is extremely difficult.

In order avoid the scheduling of games during times inconvenient for a large majority of their team, captains are fully encouraged to submit scheduling restrictions prior to a season's start (See Article 11.1.4).

The Intramural Program does recognize that certain circumstances may arise that would render a team unavailable to play due to lack of players, and merit the possible rescheduling of a game. In such cases, a rescheduling request may be submitted provided it fully complies (in order) with the procedure below.

A hypothetical game of Team A vs. Team B (for which Captain A wishes to submit a rescheduling request) is used for illustrative purposes.

Rescheduling Procedure

- 12.5.1 Before submitting a request, captain A must have exhausted all other avenues to have the game played at its original time (e.g. convincing teammates, calling substitutes, etc.). Captain A understands a rescheduling request is a last resort-type of measure, the outcome of which is entirely dependent on captain B's approval, the ability to schedule an officiating crew to work the new time, and the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca) approval.
- 12.5.2 If Captain A's only option is to request a reschedule they are required to do so via their IM Leagues team home page.
- 12.5.3 Captain A must find the game in question on their schedule and click on it to access the game page. Once on the game page Captain A must click the reschedule button.
- 12.5.4 Captain A will then be redirected to the rescheduling grid. The grid displays gray, red, and green boxes. Gray boxes mean the playing surface is unavailable for a reschedule that day, red means one of the teams is not available for a reschedule that day and green means both teams are available for a reschedule that day.
- 12.5.5 Captain A must click one of the green boxes to submit the rescheduling request.
- 12.5.6 Once captain A submits the request captain B will be notified by email. Captain B has 48 hours to accept or reject the request.
- 12.5.7 If captain B accepts the request it must then get approved by the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca). The Assistant Manager, Recreational Sports has the right to deny any request if the rescheduled game cannot be staffed or if the playing surface is no longer available.
- 12.5.8 The reschedule must be accepted by both teams at least 48 hours before the game in question. If a reschedule request is accepted within the 48 hour period it will be automatically denied by the Intramural Office.
- 12.5.8 If a reschedule request is denied it is still both teams' responsibility to attend the original match time.

12.6 SCHEDULE MODIFICATIONS

Once a league's schedule has been finalized, the intramural office reserves the right to modify the date & time of intramural matches (regular season or playoffs) due to special circumstances. These include (but are not limited to) the availability of officiating staff, and/or the playing venue. Advance notification will be given to team captains whenever possible.

13 PROTEST DUE TO MISAPPLICATION OF GAME RULES BY MATCH OFFICIAL

- 13.1 A team captain may protest a game if they believe an official's decision has not adhered to that sport's official game rules, or articles contained within this Handbook. Legitimate protests involve rule interpretation & player eligibility. No consideration will be given to any protest involving a judgement call by an official.
- 13.2 If a team decides to protest a game, the game will still be completed. The protesting side must notify the match officials at the time of the incident in question that the game is being completed under protest. The official(s) must hear the words "I want to protest this decision" from the team captain wishing to protest, before the next play begins.
- 13.3 At the conclusion of the game, the protesting captain must then send a letter to the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca) describing, in detail, why the game is being protested. The letter will be forwarded to the Intramural Protest and Disciplinary Committee (IPDC).
- 13.4 Protests will be reviewed by the committee and if upheld, the protest fee will be refunded and the game in question replayed. All parties will be notified.

14 DISCIPLINE

14.1 THE INTRAMURAL PROTEST AND DISCIPLINARY COMMITTEE (IPDC)

- 14.1.1 The Intramural Protest and Disciplinary Committee (IPDC) is the governing body with jurisdiction over incidents occurring in the intramural program. It has the power to inflict disciplinary action whenever necessary.

The committee is formed by the following members:

- Manager of Wellness and Facility Operations – Andrew Persons
- Manager, Recreational Sports – Ryne Bondy (ryne.bondy@mcgill.ca)
- Assistant Manager, Recreational Sports – Nicholas Boeker (nicholas.boeker@mcgill.ca)
- Up to three (3) Intramural Associates

- 14.1.2 The Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca) may, at his discretion and if he feels the convening of a committee is not necessary, rule upon protests or disciplinary incidents directly.
- 14.1.3 As per art. 14.1.2, all instances in this present Handbook bearing the mention of the "IPDC", the Assistant Manager, Recreational Sports also has full jurisdiction.

14.2 GENERAL RULES

14.2.1 The intent of the Intramural program is friendly competition. Self-control and proper conduct are required at all times. Unsportsmanlike or other inappropriate behaviour occurring during Intramural games will not be tolerated, and such actions will be handled by the IPDC as quickly and fairly as possible.

14.2.2 No player, coach, spectator, or team follower shall:

- Use foul or derogatory language, threaten, or verbally abuse any other participant or intramural employee before, during, or after the game. This includes trash talk.
- Argue or talk back to the match officials
- Intentionally strike, push, or trip another person
- Mistreat the facility, equipment, or supplies of McGill University
- Perform any act of unwarranted rough play or violence during a game

14.2.3 The IPDC has jurisdiction to suspend individuals from participation in the McGill Intramural Program. Disciplinary action may range from:

- Game forfeit or default (in the latter case, with all associated fees & penalties)
- Probation
- Temporary/permanent expulsion from the program and/or facilities

14.2.4 The length of the sanction imposed will depend on the severity of the offense, and will be left to the discretion of the IPDC.

OFFENSE	SUSPENSION
Disqualifying Foul	Min. 1 game
Obscene/abusive language	min. 2 games
Fighting	min. 3 games
Involvement in a brawl	min. 4 games
Verbal threatening of an official	min. 4 games
Improper contact with an official	min. 6 months
Violence against an official	Min. 1 year

14.2.5 If a player receives a disqualifying foul they must leave the playing surface and its surrounding area immediately. If a player fails to do so in a timely manner they may face further disciplinary action.

14.3 APPLICATION OF SUSPENSIONS

14.3.1 Game-suspensions (i.e. where an individual receives N games of suspension) are team-specific i.e. will apply only to games of the team on which the incident took place. An individual having to serve a game-suspension must serve it on that team's following game(s).

14.3.1.1 Suspensions applied during, or at the end of regular season and which have not been fully served upon the latter's completion, must be served during playoffs.

14.3.1.2 If an individual's team has no more games left in the schedule (e.g. due to not qualifying for playoffs, playoff elimination, or league expulsion), the individual will have to serve their suspension (or remainder thereof) at their next participation in a future season of that sport.

14.3.2 Time-suspensions (i.e. where an individual is suspended for a specified period of time) can either be sport-specific or program-wide.

14.3.2.1 During sport-specific suspensions, the individual cannot take part in any intramural activities of the sport in question, whether on the team on which the incident took place or any other teams within that sport (See Article 2.3). They may however continue to participate in other sports.

14.3.2.2 During program-wide suspensions, the individual cannot take part in any intramural activities, in any sport.

14.4 WHITE/BLACK CARDS

14.4.1 In order to deal with unacceptable behaviour which may be difficult to address within the rules of the game, a WHITE and BLACK Card system has been adopted to regulate and control the conduct of participants, teams and their spectators. This disciplinary protocol is to be used in conjunction with the rules of the game.

14.4.2 Upon a game's completion and review of an intramural official's report, White and Black cards may be issued by the IPDC for behaviour including (but not limited to):

- Abuse of an official, whether physical or verbal.
- Abuse of an opponent.
- Use of alcohol before, during, and after an intramural activity taking place in one of the Sports Complex venues.

WHITE CARD

14.4.3 Upon receiving a White Card, a team or individual will automatically be put on probation.

14.4.4 Individuals receiving a second (2nd) WHITE CARD during the season will automatically receive a BLACK card.

BLACK CARD

14.4.5 Upon receiving a Black Card, a team or individual will be suspended indefinitely from all sports within the intramural program.

14.4.6 The team captain/player must meet with the Assistant Manager, Recreational Sports (nicholas.boeker@mcgill.ca) before they may be reinstated into the program.

14.5 GROSS MISCONDUCT

14.5.1 Instances categorized as gross misconduct include, but are not limited to:

- Intentionally using false information in dealings with an intramural coordinator or the intramural office
- Trying to modify/alter, either collusively or directly, match or team roster information pertaining to intramural activities
- Committing violence against an official
- Intentionally using equipment unauthorized by the official rules of a sport, in order to gain an advantage over the opponent

14.5.2 Any intramural participant found guilty of gross misconduct will immediately receive a Black Card and be suspended indefinitely from all sports within the intramural program.

In addition, violators may be held to further disciplinary measures at both the McGill Recreation (access of the gym facilities) and academic (university) levels, which operate completely independent from the intramural suspension.

Suspensions resulting from gross misconduct can only be lifted following a meeting with the Manager of McGill Recreation.

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