

KPU Sport and Recreation: Team Captains Handbook





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Welcome Letter

Dear Captains,

Thank you for stepping up to lead your team in KPU Intramurals. Captains are the heart of our program, shaping inclusive, respectful, and fun experiences for all. This handbook will support you prior to and through the season—please read carefully, keep it handy, and ask if unsure of anything!

Let us build a positive sports community, one game at a time. Have fun & good luck!

—KPU Sport and Recreation Team

Intramurals Overview

KPU Sport and Recreation offers intramural sports leagues, tournaments, and sport-specific drop-in play. They are a fantastic way for current students and staff to stay active, make friends, and embrace the various elements of university life with Sport and Recreation. These offerings are dedicated to providing a fun and friendly competitive atmosphere for all to enjoy.

Whether you are a seasoned campaigner, or trying a sport for the very first time, KPU invites its community to explore the services and programs offered and discover the various benefits that can be cultivated, developed, and cherished for years to come.

KPU Intramural leagues allows its participants to enjoy organized, scheduled sports where students and staff are required to commit to themselves or their team to weekly matches for a set period of time at a fun and friendly competitive level. Participants may register in person as a team, or as an individual by 'free agency'. Each league concludes with a playoffs period and a final championship match, unless stated otherwise by the Sport and Recreation Programs Coordinator.

KPU Tournaments, on the other hand, are single-day events played through a bracket-style knockout format, culminating in a final match to determine the winner. Tournaments are an exciting way to provide individuals with the ability to participate without the need of long-term commitment.

Participation with KPU Sport and Recreation requires play to be in the spirit of good 'sportspersonship', which in turn fosters the environment for physical, social, emotional, and spiritual development and literacy, and offers the mix of fun and friendly competition with recreation play to encourage community building.

Why do we have Team Captains?

Sport and Recreation have decided to introduce team captains into intramural team sports to ensure the ownership of individual sportspersonship behavior for everyone who participates. KPU intramural sports and tournaments play an integral part in ensuring a fun, safe and prospering environment for everyone at KPU. Introducing team captains will ensure the ownership of sportspersonship like behavior of our intramural programs lies in the hands and hearts of our students.

This great team honor of being captain assists in allowing students to grow, learn and emerge into leaders for tomorrow. Being team captain can help equip students through hands-on experience with key leadership skills like decision making, communication skills, and team work/collaboration which are crucial for professional and everyday life.

These experiences can foster personal accountability, resilience, and strategic thinking which can allow students to excel as leaders for tomorrow.

Team Captains do not need to be the most skilled player or the most knowledgeable about a sport. Integrity, sportspersonship, organization, and the ability to coordinate team members are fundamentally the most important attributes for any team captain.

Team Captain Responsibilities

It is the responsibility for each team captain to adhere to and ensure the following:

- **Register your team in-person** at the Surrey Sport and Recreation front desk (opposite Grass Roots Café) in Cedar Building and ensure teammates are eligible to register.
- Attend the **mandatory in-person Team Captain's meeting** prior to league commencement.
- Read the Intramural league sport(s) rules and ensure your team understands the **rules, sportspersonship standards, sign-in procedure**, and safety policies prior to league commencement.
- Ensuring team players abide by all guidelines, policies, and procedures throughout the duration of league programs.

- Ensure each player on your team participates and help foster a sense of teamwork, comradery, collaboration and motivation towards one another to allow a positive team culture.
- Ensure **score sheet is accurate and signed** at the end of every match.
- **Act as the main contact** for your team and the liaison with staff and Sport and Recreation Programs Coordinator. Captains are responsible for their team's communication with the Sports and Recreation Programs Coordinator for all Intramural-related matters throughout the season. All communication from teams to the Sports and Recreation Programs Coordinator is to come from the captain only.
- **Communicate game schedules** and any changes/updates to league to teammates.
- **Lead by example and resolve conflicts constructively** prior to, during and after games. Captains are to handle disputes and/or issues within their team or with opposition team's captain during matches in a respectful and sportspersonship-like manner.
- **Encourage sportspersonship and inclusive behavior** amongst teammates, spectators and fans.
- **Ensure all incidents are reported straight away** to an Intramural Leader staff and/or Sport and Recreation Programs Coordinator for issues such as un-sportsperson like conduct, security concern, first aid, etc.
- **Submit appeals, concerns, or sportspersonship reports** when needed in a timely manner.

General Eligibility

Eligibility to participate

Each individual is responsible for the verification of their eligibility. **Team captains must** also accept the responsibility for the eligibility status of any participant representing their respective teams. Questions regarding participant eligibility should be brought to the attention of the Intramural Leader staff or Sport and Recreation Programs Coordinator.

All students and faculty/staff are eligible to participate in an intramural league and/or tournament as long as the following are met and completed at the Sport and Recreation front desk:

1. Personal information entered onto **Team Registration form**.
2. In possession of and show **valid KPU ID** to front desk staff
3. **Waiver** form signed to allow use of Sport and Recreation gymnasium
4. **Team Sportspersonship Pledge** form understood and signed
5. **Registration fee** paid in full prior to commencement of first game (if applicable)

Any student and faculty/staff are ineligible to participate in intramurals if they have not met and do not complete the above requirements.

Playoff Eligibility

Players must play in at least **half of the league games** to be eligible for playoffs. It is the team captain's responsibility to ensure all players sign in prior to every match with Intramural staff to ensure players become eligible for playoffs. The Sport and Recreation Programs Coordinator will refer to what is recorded on each of the game scoresheets if a player's playoff eligibility is in question.

In the event that a player cannot make a game(s) for a variety of reasons, the player **must** communicate this via email ASAP prior to the next game to the Sport and Recreation Programs Coordinator, and their team captain must also be CC'd. This process must take place to allow the player to remain eligible to play in the playoffs; though this will be determined on a case-by-case basis by the Sport and Recreation Programs Coordinator.

Registering/Joining a Team

Team Captains are required to register their team in-person at the Sport and Recreation front desk. Students and faculty/staff who wish to join a team must do so also in-person at the Sport and Recreation front desk. The Team Captain for the assigned team must be present with the player(s) when registering; this prevents confusion on who should/should not be part of a team.

Free Agency

The 'Free Agency' initiative has been put into place to increase the accessibility of intramurals for students and staff/faculty who do not have a team and hope to have the opportunity to participate. This provides an inclusive space for all Free Agent individuals an opportunity to still participate.

In order to register as a Free Agent, individuals may go either: 1) in-person to the Sport and Recreation front desk and seek assistance by the Front Desk staff, or 2) online to <https://sportrec.kpu.ca> and register for their desired intramural league(s). At the front desk they will be required to present their valid KPU ID and sign a waiver form, where online they will need to login which requires their KPU ID number. However, until they have joined a team, they will not yet be required to pay the registration fee, sign the 'Team Sportspersonship Pledge' form, or sign the waiver form due to not being guaranteed a spot on a team.

Free Agents are a fantastic way for Team Captains to recruit more *eligible* players onto their team to either: 1) ensure they have enough players to field a team and compete in intramurals, or 2) ensure they have enough players to play each week knowing that sometimes "life happens". There may be situations when they may wish they had more registered players to ensure they do not miss out on playing each week.

Team Captains may submit a request to the Sport and Recreation Programs Coordinator via email to recruit free agents onto their team at any stage prior to the second week of the intramural season. Once the league reaches the second week no more players may be added to any teams.

Free Agents cannot "fill in" for a team. When a Free Agent is assigned to a team they cannot then play for any other team for the remainder of the season; unless there are extenuating circumstances to which the Sport and Recreation Programs Coordinator allows such a change to occur (e.g., the team withdraws their participation, etc. and the Free Agent wishes to continue participating – however, there are no guarantees for a spot on another team).

Captains Meeting

All Team Captains are required to attend the **mandatory in-person Team Captain's meeting** prior to league commencement. This meeting will go over the fundamentals and responsibilities of being a Team Captain, as well as providing Team Captains the opportunity to ask questions and/or receive clarification on anything. The information regarding the meeting will be emailed out to all Team Captains prior to the meeting.

Sports Rules

Rules of the Intramural league(s) in which the Team Captains have registered for will be sent to them by the Sport and Recreation Programs Coordinator prior to the commencement of the season. The captains are **to read and understand the rules and then explain those rules to their teammates**. It is the responsibility of the captain to help provide clarity to their players on any rules, and seek further clarification from the Sport and Recreation Program Coordinator if needed; along with ensuring any rule and/or policy uncertainty is dealt with prior to league commencement.

Intramural Leaders

Intramural Leader staff (referees, scorekeepers, check-in attendants, etc.) are an integral part of all Sport and Recreation program offerings. They assume a difficult task. Their role is to provide a healthy, enjoyable, and sportsperson-like game atmosphere. ***Please treat them with respect as they are students like you and are doing the best job they can.***

All intramural sport league games are **self-officiated by the players**, unless otherwise communicated by the Sport and Recreation Programs Coordinator. Intramural Leader staff are not referees unless otherwise communicated by the Sport and Recreation Programs Coordinator. The Intramural Leader staff will set the space up with sport-specific equipment as well as oversee game play each evening, help facilitate team check-ins, score keep, etc. Though it is the Team Captain's responsibility to ensure their teammates are signed in, along with scorekeeping each game.

All concerns, inquiries, questions, etc. during intramurals are to go through the Intramural Leaders who have the final say; unless intervened by the Sport and Recreation Programs Coordinator.

Equipment

All sport equipment will be provided by the university. For drop-in sports, open gym, and certain intramural leagues (individual-based sports), Sport and Recreation offer limited equipment which operate at a first come first serve basis. Students and Staff are required to switch out their valid physical KPU ID card for one piece of equipment at a time.

Team Sportspersonship Pledge

(Required by *all* participants – students, faculty and staff)

The *'Team Sportspersonship Pledge'* is a separate signed mutually agreed document between the Team Captain, Co-Captain (if applicable), teammates and Sport and Recreation team (Manager, Sport and Recreation Programs Coordinator, and Intramural Leaders) stating, along with understanding their positions and the inherited responsibilities, their desire to participate in an intramural sport league, and pledge to:

1. **Respect for all** – Treat teammates, opponents, staff and spectators with respect at all times.
2. **Respect for facility space and equipment**: Treat the sporting facility space, sports equipment, and all borrowed equipment with respect at all times. This includes following correct borrowing procedures from Front Desk.
3. **Zero tolerance for misconduct** – Ensure zero tolerance for violence, harassment, discrimination, or substance use during intramural activities.
4. **Commitment to inclusivity** – Support a welcoming environment for all participants, regardless of, background, identity, or skill level.
5. **Policy adherence** – Follow all intramural rules, university conduct policies, and sport-specific regulations.
6. **Team accountability** – Team Captains are responsible for the overall sportspersonship conduct of their team. Team players are to remain at all times accountable for their personal conduct and actions.
7. **Sportspersonship ratings matter** – Be aware poor conduct will affect team eligibility for playoffs and future participation.
8. **Respect for staff** – Accept decisions made by any Sport and Recreation staff. Disputes must be addressed respectfully and through the proper process prior to or during games.
9. **Proper conflict resolution** – Use the Sport and Recreation Participant Misconduct Procedures process to resolve disputes and misconduct appropriately.
10. **Uphold the spirit of play** – Embrace fair play, fun and community over competition or 'winning at all costs'.
11. **Lead by example** – Captains must model and promote positive behavior and ensure teammates do the same.

Game Conduct and Expectations

- Teams should arrive at least **10 minutes early** to check-in and be ready to commence play by their scheduled game time; for example, they should arrive by 5:40pm for a 5:50pm start.
- Teams are allowed a **5 min grace period** at the start of the game to have the minimum required number of players to play. If the game clock exceeds 5 mins and there are not enough players, it will be a forfeit win for the opposition who is present.
- All participants must wear clean, appropriate athletic clothing in order to participate; this includes proper court shoes (no dress shoes or marking soles). High heels, bare feet, or sandals are not permitted.
- No swearing, taunting, or aggressive behavior of any kind is accepted while participating in any intramural league or tournament. Captains must intervene if a teammate's behavior is inappropriate. Behavior of this nature may result in evictions from the gymnasium and a ban from access to Sport and Recreation facilities for a period of time along with a meeting with SRRO (Student Rights and Responsibilities Office) which may affect academics
- Teams must maintain a **minimum sportspersonship rating of 4.0** to remain in good standing. If any teams' rating average falls below 4.0, they will not qualify for playoffs.

Game Scheduling

When a participant registers for an intramural league, they confirm that **they will be available to play during the allocated game times for the league they signed up for.** For example, if Basketball matches are to be played during 6pm-9pm on Tuesdays, participants must be available to play during 6pm-9pm Tuesdays.

If the minimum number of players required to play are available then any game accommodation cannot be requested. This being said, advanced notice of more than 48 hours is required to request an adjusted game time accommodation.

Accommodations will not be accepted within 48 hours of intramural games – otherwise an automatic forfeit loss will result.

The Team Captain must contact the Sport and Recreation Programs Coordinator via email to request an accommodation.

Spectators and Fans

All spectators and/or fans are responsible for their individual behavior and actions. They must behave in an appropriate manner at all times, and are required to follow all KPU and Sport and Recreation Department rules, guidelines, and policies like all sport league participants.

They must also treat all Sport and Recreation staff and participants with respect; bullying, threatening, and harassing behavior will not be tolerated. Any spectator(s) and/or fan(s) not behaving appropriately will be asked to leave the facility. Any serious incidents may result in facility access ban for a period of time as well as a possible meeting with the Student Rights and Responsibility Office (SRRO) which could affect academics.

Food, Drinks and Photos

No food, non-water drinks, photography or videography, are allowed in any of the Sport and Recreation department facilities at any time. Only water is permitted.

If any food or non-water drinks are noticed the individual(s) will be asked to remove it completely from the gymnasium at once.

Sportspersonship Rating System

After each game, Intramural Leader staff will assign a **Sportspersonship Score (0–5)** to both teams based on their behavior and play during their game by answering the following: “Did the team significantly contribute to the enjoyment of this game in spirit and sportspersonship?”.

Score	Meaning	Examples
5 – Great Sportspersonship	Respect for all involved, rules followed and calls respected, captain controls team, inclusive behavior, etc.	Shook hands, encouraged opponents, resolved conflicts calmly.
4 – Good Sportspersonship	Minor complaining, overall respectful behavior to all, followed conduct expectations, no major issues.	Respectful communication; no conflict.

Score	Meaning	Examples
3 – Average Sportspersonship	1 or so arguments, occasional heated moments/minor issues addressed promptly, general respectful behavior.	One warning or minor complaint, but no escalation.
2 – Poor Sportspersonship	Multiple arguments, behavior warnings, ongoing unsportsmanlike conduct, even after warnings.	Arguing calls, rough play, or disrespectful behavior.
1 – Very Poor Sportspersonship	Rule violation(s), multiple penalties/arguing, severe unsportsmanlike conduct.	Verbal abuse, threats, dangerous play.
0 – Unacceptable Sportspersonship	Serious violation(s), Captain or players ejected or game forfeited.	Fighting, player ejection(s), etc.

If a team receives a rating of 3 or less after a game the Sports and Recreation Programs Coordinator will email the Team Captain requesting behavior to be reviewed and taken care of prior to the next week’s league game; though dependent on the rating and severity of behavior additional appropriate steps may be taken. If a team receives multiple scores of 3 or less throughout the semester the Sport and Recreation Programs Coordinator will issue a team warning followed by a review of the team with the potential of an eviction from the league (probation or suspension, etc.).

Teams require a minimum average score rating of 4 or more to be eligible for playoffs. Any team who does not achieve this average score rating will not be participating in the league playoffs.

The Sport and Recreation Programs Coordinator will email all captains with their team’s sportsmanship scores prior to the next week’s game. All captains will have knowledge of their team’s sportsmanship score on a weekly basis and therefore will have the opportunity to improve their scores if need be.

Disciplinary Policy & Appeals Process

Discipline & Conduct

In situations during Intramural Sports leagues where players and/or spectators act in an Unsportsmanlike manner, the Intramural Leader along with Sport and Recreation Programs Coordinator has complete authority in taking action as they deem necessary in order to keep

the game in control; as well as to maintain a safe, inclusive and fun atmosphere. Depending on the severity of the incident, the following actions may be taken: verbal warnings, ejection from the gymnasium for remainder of the evening, and/or suspend for an undetermined period of time. All misconduct situations will be reported to the Manager, Sport and Recreation along with the potential involvement of Student Rights and Responsibilities Office (SRRO) for further action if necessary.

Player Ejection

Intramural Leader staff and the Sport and Recreation Programs Coordinator reserves the right to eject anyone from the Sport and Recreation facilities at any time who displays Unsportsmanlike conduct or interferes with any of the staff's ability to perform their duties in any way. This includes players and spectators.

Anyone ejected for any reason from a scheduled game will remain banned from the gymnasium for the remainder of the evening and will be automatically be suspended from their next scheduled game and from further participation in the Intramural Sports program until they meet with the Sport and Recreation Programs Coordinator to discuss the situation. Further action may also be taken.

If a player is ejected from a game, they may not return to that particular game and will be required to leave the gymnasium immediately. Failure to do so will result in their team forfeiting the game and security called to be removed from the facility.

If a player is ejected from a tournament game, they will be ineligible for the remainder of the tournament.

Players may be ejected for any of the following offenses (More disciplinary actions may be imposed if deemed necessary).

- 1) Abusing facilities or equipment: In addition, players may receive a suspension and will be responsible financially for any damage done to playing facilities or equipment.
- 2) Abusive languages: Anyone involved in a game using inappropriate or abusive language may be ejected from that game and face further penalties.
- 3) Unnecessary roughness: Anyone in a game that is deemed to be playing rough may be removed from that game and face further penalties.
- 4) Threats: Any team or individual that verbally threatens or physically tries to intimidate an opponent, staff member, or spectator shall be immediately ejected from the game and faces possible suspension from participating in Intramural Sports activities.
- 5) Fighting: Any team or individual that instigates or participates in a fight shall be immediately suspended from the game in which the incident occurred. Additional suspensions may be

incurred and criminal charges may be filed against participating individuals, if deemed necessary.

6) Cheating: A player or team found cheating will be ejected immediately and will face further disciplinary action, including possible suspension from participating in the Intramural Sports program. Some of the infractions which come under this heading includes: playing under an assumed name, playing on more than one team, or misinterpreting a score, etc.

7) Alcohol & Drugs: The use of alcohol and/or drugs is strictly prohibited at or in the vicinity of the facilities. Participants who are considered under the influence of alcohol or drugs will not be permitted to participate and will meet with the Manager, Sport and Recreation along with the Student Rights and Responsibilities, along the potential of an official investigation.

8) All Campus Recreation activities (including Intramural Sports) are tobacco free and their use is prohibited at all facilities.

9) Gambling: Gambling in any form is not permitted on university premises.

In-game Protest Process

From time to time, during games which are refereed by Intramural Leader staff, they may incorrectly enforce a rule. When this happens, players are allowed to protest what they deem is a 'misrepresentation of a rule'; however, the privilege of protesting must not be abused. The purpose of an in-game protest is to ensure the opportunity for fair play. Protests based on the misapplication of the rules and/or player eligibility only will be considered.

The accuracy of an official's judgment call will not be considered for protest.

A reminder that standard intramural leagues are self-refereed, therefore only protests regarding 'player eligibility' will be accepted and reviewed by the Intramural Leader staff and/or Sport and Recreation Programs Coordinator prior to game commencement. Misapplication of rules are to be resolved respectfully and diplomatically between the team captains during game play. Only during Intramural Leagues and tournaments which require staff referees may there be protests for both 'misapplication of rules' and 'player eligibility'.

During standard intramural league games, when team captains discuss the potential of a rule broken or foul occurrence, the game clock will not stop.

The Intramural Leader staff and Sports and Recreation Programs Coordinator reserves the right to make any final 'misapplication of rule' or 'player eligibility' calls they see fit at any stage throughout a game to ensure fairness, respect, and safety of all involved.

- Protests based on 'player eligibility' should be made verbally prior to the start of the game.
- Protests based on 'Misapplication of rules' are to be made as soon as a misapplication of rules is noticed by either/both captains. A misapplication of rules protest will not be considered after a period of time has elapsed (aka continuation of play), once the apparent misapplication of rules occurred. This will be deemed by the Intramural Leader staff and Sport and Recreation Programs Coordinator.

*Misapplication of rules protest may only occur during non-standard intramural leagues.

**Any protest made after the completion of the game will not be considered.

Misapplication of rules – protests involving the misapplication of a rule must be verbally communicated to a game referee at the time of the incident. The word "**protest**" must be stated by the team captain to a game referee. No protest can be made on a previous play once play has resumed or continued. Once a protest has been verbally communicated to a game referee, play will be stopped and every attempt will be made to rule on the protest immediately by the game referee and supervisors on site. Once a ruling has been made, play will resume.

Player eligibility – protests involving alleged player eligibility violations should be made prior to the start of play. If the game commences or is in progress at the time of the alleged violation, the team captain must verbally communicate the protest with a game referee. The word "**protest**" must be stated by the team captain to a game referee. Once a protest has been verbally communicated to a game referee, play will be stopped and every attempt will be made to rule on the protest immediately by the game referees and supervisors on site. Once a ruling has been made, play will resume.

Leaderboard Score Appeals Process

Appeals/protests regarding a team's leaderboard score may be submitted via email to the Sport and Recreation Programs Coordinator for review no more than 1 day following the game.

Beyond that the leaderboard score cannot be appealed or scrutinized by any team. The Sport and Recreation Programs Coordinator will then review all documented game scoresheets from the game and make any appropriate changes, if required. The Sport and Recreation Programs Coordinator will then communicate the outcome of the appeal and updates to the team's leaderboard score (if applicable) to the team captain; the outcome of the appeal will be final.



Team Captain 'KPU President's Sports and Recreation Endowed' Award

The 'KPU President's Sports and Recreation Endowed' Award is an award that has been established to acknowledge Team Captain's involved in the Sports and Recreation programs at KPU who:

- Demonstrate outstanding leadership qualities through volunteerism in sport and recreation;
- Maintain a strong academic standing, and exemplifies the values of fair play and good sportspersonship;
- Promote leading a healthy and active lifestyle through sport and recreation.

This award is decided and handed out at the end of the intramural league semester. The recipient(s) of this award will be awarded a monetary value.

Contact Information

The Sport and Recreation Department is located on Surrey Campus in Cedar Building opposite the Grass Roots Café. During operating hours there will always be a Front Desk Student Assistant staff available to answer any questions you may have.

The Sport and Recreation office is opposite the front desk if you wish to speak to the Manager, Sport and Recreation or the Sport and Recreation Programs Coordinator. Depending on the subject for discussion or staff's schedule, you may be required to book a meeting time and can do so by emailing sportrec@kpu.ca or chris.delahson@kpu.ca.