

CAMPUS REC



**Campus Recreation
Intramural Sport Handbook
2025-2026**

Welcome

We welcome all members of the Lakehead University community to engage with us in recreational sport play. The philosophy of the Intramural Sports at Lakehead University is based on “Fun for All” principles, encouraging and promoting physical activity, positive social interaction and healthy competition in a safe sport environment that embodies the highest ideals of fair play.

Eligibility Policies

General Eligibility

All Lakehead students, faculty, staff, and community members aged 17+ are eligible for most intramural sports. **Only current Lakehead students may participate in intramural hockey.**

Non-Student (Community Members, Faculty, Staff)

Non-students are eligible to participate in Intramurals at an increased price in comparison to students. Non-students are required to have government ID to sign into games in place of a Lakehead Student ID..

Varsity & Professional Athletes

Current varsity athletes (including red-shirts) and professional athletes are not permitted to participate in intramural sports that correspond to their competitive sport. They are allowed to join unrelated sports.

Former varsity or professional athletes may rejoin intramurals in their related sport after three (3) semesters. Spring/Summer are considered to be one semester.

Club Sport, and Competitive Community Program Athletes

Club sport and competitive community program athletes **are** permitted to participate in intramural sports that correspond to their competitive sport.

Teams are only permitted to have up to two (2) varsity red shirt/club sport/competitive community program athletes in their respective sport participate on an Intramural Team.

Should a sport offer two divisions, any teams with varsity red shirts/club sport/competitive community program athletes must register in the competitive division.

Coaches & Team Managers

Coaches or team staff must be officially registered on the team roster displayed on Fusion Play and are subject to all intramural rules and policies.

Drop-In Players

Individuals may participate as drop-in players for a team on a single-game basis, provided they meet the below requirements. There is no limit to how often someone may drop in during the regular season, but **drop-ins are not eligible for playoffs without prior authorization from Campus Recreation staff.** All drop-in players must:

- Ensure they meet the general eligibility for the sport they are dropping in for
- Purchase a drop-in pass from the Athletics Front Desk.
- Present a valid paper receipt to the on-site supervisor before playing.

Note: Only current Lakehead students may act as drop-in players in hockey.

Identification Policy

All players must bring valid Lakehead ID or government-issued photo ID to check in for games. **For Hockey, only valid Lakehead ID's will be accepted due to our student only restriction for the league.**

Inclusion Statement

Participants are encouraged to play according to their expressed gender identity. Lakehead Recreation celebrates and supports all participants.

Illegal Participation

Any team found using an ineligible participant will forfeit the game immediately, regardless of whether the opposing team has filed an eligibility protest.

Illegal participation includes, but is not limited to, the following:

- Individuals playing on more than one team per sport
- Unauthorized drop-in participation
- Players who have not completed registration in its entirety
- Individuals playing without mandated equipment (i.e. shin pads for soccer, neck guards for hockey, numbered pinnies when required, etc).
- Players who do not meet the eligibility requirements for that league and/or division

Players found to be participating illegally will face a **minimum** of a 1 week suspension from all Campus Recreation programming. Captains who knowingly allow ineligible participants may be revoked captaincy and issued a suspension.

General Policies and Procedures

Captains Responsibilities

Captains are responsible for ensuring all Intramural Policies are upheld by their team. Specific responsibilities include, but are not limited to:

- Creation of team and management of team roster on Fusion PLAY
- Attending Captain's Meetings as necessary
- Communicate with Campus Rec staff regarding any scheduling needs (e.g. pre-season requests, defaults)
- Completion of any protest reports on site
- Designation of an alternate captain should they be unable to attend a game
- Monitor emails for communication from Campus Rec Office Staff.
- Ensuring all participants are aware of sport specific rules/policies, in addition to all policies found within this handbook.

Game Footage Policy

At times, Campus Recreation may record intramural games at our discretion. These recordings are not for the purpose of officiating after the game, and **will not** be used for any of the following (but not limited to) purposes:

- Overturning of calls
- Play review (as a result of rule-protest)
- Contesting player eligibility
- Game footage review at request of teams
- Promotion of intramurals or other LU programming

Footage from these cameras may be used for future Campus Recreation staff training purposes in the context of preventative refereeing and incident management.

Rosters

Only players listed on the official online roster with completed registration and signed waiver are eligible to participate.

Rosters can be updated until week four (4) of the regular season for Fall and Winter Sports. Rosters for Summer Sports can be updated until week three (3) of the regular season. Once a player has participated in a game with a team, they are not permitted to switch teams.

Roster changes must be submitted at least 24 hours before a scheduled game.

Spectators

It is the responsibility of the team and team captain to ensure any spectators cooperate with the Intramural Sport policies and procedures. All spectators are held to the same sportsmanship standards, and can impact the sportsmanship score of a team. The behaviour of a spectator can result in forfeits or ejections of a team.

Spectators are not permitted to sit with the team during the game. Spectators are required to remain in the designated spectator areas (opposite from the team benches), as they are not registered members of the team.

Team Names, Uniforms, and Fusion Play Pictures/Descriptions

Team names and uniforms, as well as pictures and descriptions on the Fusion PLAY app, must not include offensive or discriminatory content, sexually or racially suggestive content, or sexual/alcohol/substance related references. Teams are subject to removal from the league for using inappropriate content.

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

Bag and Coat Policy

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

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

Apparel

Appropriate athletic wear suitable to the sport being played is required. Indoor shoes must be worn. Any attire that could potentially injure a fellow participant (such as a hard-brimmed hat) may be asked to be removed. All jewelry must be removed or securely taped for safety.

Numbered Jerseys

All participants within sport leagues where players on opposing teams are not clearly separated by a boundary line or piece of equipment (e.g. a net) will be required to wear a numbered pinnie or jersey that is clearly visible at all times. These leagues include, but are not limited to the following: soccer, basketball, flag football, ultimate frisbee, kickball and hockey.

Clean numbered pinnies will be supplied (with the exception of hockey) but players are also welcome to bring their own numbered attire should it follow Campus Recreation apparel guidelines and meet the below requirements:

- Jerseys only require the number on the back.
- Each player must have a unique number
- A player's number may change week to week.

Individual players will be required to give their jersey number to the supervisor at check-in

- Failure to do so will result in removal from gameplay until this has been done.
- Refusal to wear a numbered jersey will result in removal from gameplay and possible suspension
- Players are not permitted to share or switch numbers after being checked into the game.

Violation of the Numbered Jersey policy is considered to be illegal participation and may result in removal from the game and suspension.

Blood

Any person showing signs of blood on their person or clothing will be immediately removed from a game or activity and will not be permitted back into an activity until the clothing has been removed, blood flow has stopped, and exposed wounds are bandaged.

Blood spills on playing surfaces will result in a game delay until the spill can be appropriately cleaned.

Scheduling

All scheduling is completed by the intramural office. Captains should communicate with the intramural office prior to the outlined schedule request deadline if they have any scheduling requests. Scheduling requests will be accommodated wherever possible, but are not guaranteed.

Reschedules

Games cannot be rescheduled outside of regular league times at the request of the team. Should a team realize they cannot make a game and would like to attempt to alter times within a night, they should contact the intramural office to make arrangements. If a reschedule is not possible, the team should default their game.

In the case of a cancelled game due to weather, facility issues, special events, etc., Campus Recreation staff will make every effort to arrange for alternate game times.

Defaults & Forfeits

Defaults

A default occurs when a team notifies the Campus Recreation office **by email and before the sport-specific deadline** that they cannot field the minimum number of players required for their scheduled game. Teams are not permitted to contact opposing teams directly to report a default.

- Defaults are recorded as losses.
- Both teams will receive a sportsmanship score of 4.
- Teams are allowed up to two (2) defaults during the regular season.
- A third default results in removal from the league schedule, with no further games scheduled. No refunds will be issued for teams removed from the league due to defaults.

Forfeits

A forfeit occurs when a team is unable to field the minimum number of players required for their sport within 10 minutes of assigned game time, or the notice to Campus Rec comes after the specified sport's default deadline.

- Forfeits are recorded as losses and impact sportsmanship scores as follows:
 - Late notice or partial attendance - Sportsmanship Score of 3
 - No-show (0 players attended) - Sportsmanship Score of 2.
 - The team that was in attendance and prepared to play will receive a Sportsmanship score of 4
- Teams are allowed only one (1) forfeit during the regular season.
- A second forfeit results in removal from the league with no additional games scheduled. No refunds will be issued for teams removed from the league due to forfeits.

Playing Conditions

Prior to league nights, all playing facilities will be assessed for safety. Should a playing surface be considered unsafe for any reason (weather, facility damages, etc.), captains will be contacted with information about game status.

Any outdoor leagues are subject to game delays/cancellations in severe weather. Thunder and/or Lightning will result in a 30 minute delay should it occur.

Concussions

If a player is showing symptoms of a suspected concussion, they will be required to sit-out from games until they have received medical clearance and completed the required form to return to play.

All players are encouraged to educate themselves about concussion risks, symptoms and management using the resources provided by Rowan's Law at [this link](#). Concussions are a serious risk for all individuals engaging in sport, and not to be taken lightly. All campus recreation convenors are trained on identifying concussion symptoms and have the right to remove players from the game and suspend them from the league until clearance is provided.

Playoffs

The number of teams eligible for playoffs will be determined by each league sport, dependent upon space and time available to complete the playoff games. Teams with repeated sportsmanship issues, forfeits, or defaults, will be subject to review and may be ineligible for playoffs.. Teams that do not meet the minimum required average of 3.5 for sportsmanship will also be disqualified from playoffs.

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

Participants must participate in at least two (2) regular season games in order to participate in any playoff games. Attendance will be monitored by Campus Recreation staff.

Protests

Teams have the right to protest misinterpretation of rules or eligibility directly to their league supervisor during games. The following guidelines must be met in order to protest:

- If rule-based, the protest must be due to a misinterpretation of a rule, not judgement based.
- Eligibility protests must be initiated before the end of the game. Should an eligibility protest not be determinable on site, the game will continue under review and captains will be notified once a determination has been made. A retroactive forfeit would be issued should the protest be determined successful post-game.
- A rule-based protest will result in a time-out while the rule is determined. Depending on the result of the protest, the game will either continue as stands or result in a re-play.
 - Should the protest be successful, the time-out will be recorded as an administrative time-out.
 - Should the protest be unsuccessful, the time-out will count as one of the team's time-outs.

Sportsmanship, Fair Play Code, and Conduct Policies

Fair Play Code

In addition to the rules and responsibilities outlined in the Lakehead University's Student Code of Conduct, it is expected that participants in Intramural Sport Programs will abide by Campus Recreation's Fair Play Code.

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

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

- Treat everyone with courtesy and respect, and without discrimination (including harassment) because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, or disability.
- Avoid any negative interaction or conflict with members of the opposing teams, spectators, officials, conveners, administrators and/or facility staff.

- Abide by all rules, regulations and procedures governing the sport, the Intramural Sports Program and the facilities in which they are played.
- Act in a safe, responsible manner regarding themselves and others.

Participants engaging in inappropriate behavior or violating Campus Recreation and/or University policies in the Recreational facilities may be subject to have their privileges of participation revoked and could face possible University disciplinary action.

Reporting a Violation

Violations of the Fair Play Code may be reported by a Campus Recreation staff member, participant, or spectator of the game. Reports may be made via one of the following methods:

- Staff Members: Incident Reports
- Participants/Spectators: Email/phone Campus Rec Office (campusrec@lakeheadu.ca / 807-343-8010 x7244), or Safe Sport Report (outlined below)

Reports of violations of the Fair Play Code must be received within five (5) business days.

- There is no limitation period on reporting incidents involving sexual violence, which can also be reported directly to the Office of Human Rights & Equity at any time.

Sportsmanship Scores

At the end of each game, Campus Recreation staff will assign teams a sportsmanship score of 1 to 5 (descriptions below). Teams must have an average of 3.5 in order to participate in playoffs. During playoffs, a team assigned a score lower than 3 will not be eligible to move forward in the bracket.

Once assigned, a sportsmanship score **will not be changed retroactively by office staff**, unless a retroactive forfeit is assigned due to an eligibility protest that required investigation. Should a retroactive forfeit be issued, the accompanying sportsmanship score will be applied.

Sportsmanship Score Descriptions:

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

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

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

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

followed the Fair Play Code, but required multiple reminders from staff in regards to the actions of the team, will receive a 3.

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

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

Safe Sport Report

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

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

Suspension Guidelines

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

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

Appeals

1. Player has 48 hours to review, and submit their appeal [digitally](#) to the Athletics Department.
2. When an appeal is received, the Appeal Committee* will determine if there are valid grounds for Appeal. Valid grounds include:
 - proven lack of procedural fairness, bias, unfair treatment, discrimination or improper investigation, etc.
 - sanction does not suit the violation or behaviour
 - new information has been discovered which renders the original decision to be unreasonable in light of evidence presented

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

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