



RECREATION PROGRAMS

Policies & Procedures Guide

(Updated December 2011)

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1.0 GENERAL INFORMATION

1.1 Organization and Administration

MacEwan Recreation is a department of Sport and Wellness (SW). We are responsible for all aspects of the delivery of recreation on the MacEwan campuses. Our programs are divided into three (3) specific areas.

- Intramural Sport Leagues and Tournaments
- Instructional Programs (squash and sailing)
- Special Events

1.2 MacEwan Recreation Staff

- Madlen Christianson – Recreation Supervisor – 780.497.5370
- Gillian Sewell – Recreation Consultant (City Centre) – 780.497.5694
- Recreation Interns – 780.497.4022

MacEwan Recreation employs part-time staff and practicum students to supervise many of our leagues, tournaments and events.

1.3 Mission Statement

MacEwan Recreation is committed to providing sport and recreational opportunities for physical and social interaction that fulfill all degrees of interest at all skill levels of participation.

1.4 Goals and Objectives

- To provide programs that foster a lifetime of appreciation and involvement in wellness, sport and recreation activities for our students, faculty, staff, members and the community.
- To offer participants a unique recreational experience that encourages friendly competition in an inclusive environment where the focus is on social interaction and personal enjoyment.
- To promote the importance of sportsmanship and ethical play in sport and recreation activities through our fair play initiatives.
- To provide valuable practicum placement and employment opportunities for students of Grant MacEwan University.

1.5 Injuries and Liability

Participation in MacEwan Recreation's intramural program is a voluntary activity and may involve the risk of injury and even the possibility of death. Grant MacEwan University, Sport and Wellness, and MacEwan Recreation do not accept liability for any injuries sustained while participating in intramural activities. All participants are encouraged to possess their own health insurance prior to participation. All injuries, no matter how minor, must be reported to the intramural supervisor on duty.

2.0 Emergency Procedures

2.1 On-Campus Event Procedures

The safety of our participants is extremely important. The following procedures must be followed should any injuries or medical incidents occur during MacEwan Recreation programs. No injury is too minor to merit disregarding these procedures. For any incidents occurring outside the MSW, program supervisors will take charge of the situation.

- The Sport and Wellness Access Desk must be notified immediately. This is the responsibility of the program supervisor. If there is no program supervisor present or immediately available, the participants should proceed directly to the Access Desk.
- From this point on, the Access Desk staff will take charge of the situation and administer first aid if necessary.
- The program supervisor will be responsible for recording the injured participant's information on an Incident Report form available at the Access Desk.
- The event involving the injured participant must not resume until the injured participant has been moved away from the field/court and is in the care of the Access Desk staff.

In the case that the injured player's ability to continue participating affects the gender requirements for the event in question, the requirements may be adjusted for both teams. If an injury during play results in a team not meeting the minimum player requirements, that team will receive a forfeit. Injuries incurred during MacEwan Recreation intramural games will not be grounds for a default.

2.2 Off-Campus Event Procedures

MacEwan Recreation offers a number of events during the academic school year that take place outside the boundaries of the MacEwan campuses. During such events, MacEwan Recreation is responsible for the safety and well-being of the participants and expects the participants to abide by the rules laid out prior to the event. Participants will be required to complete Activity Waiver forms (Appendix A) to protect the interests of the MSW and Grant MacEwan University. It is crucial that all participants represent MacEwan in a positive and safe manner throughout the event.

For events that feature trips out of town, participants will be required to remain with the event group at all times unless permission has been given by MacEwan Recreation staff. Participants will only be allowed to travel to or from the destination separate from the event group if they have signed a Transportation Waiver form (Appendix B) (see Recreation Policy 8.4) prior to departure. Violations of these rules will result in immediate removal from the event and referral to the Office of the Vice President of Student Services to be processed according to Student Discipline – E3102 – Grant MacEwan University Policy Manual.

3.0 GENERAL PROCEDURES

3.1 Participant Eligibility

MacEwan Recreation programs are open to MacEwan students, faculty, staff as well as the general public. To participate in MacEwan Recreation programs, you must fulfill one of the following requirements (unless otherwise stipulated). Please note that some programs will be available to MacEwan students only.

- Present valid MacEwan student ID – paid Sport and Wellness Fee
- Possess a valid MSW membership.

- Present a MSW or MacEwan Recreation 10-visit-pass. When participating in an intramural league, MacEwan Recreation 10-visit-passes may be shared among team mates over the course of an intramural league season.
- Pay a one-time, drop-in fee when participating in an intramural league.
(All passes and fees can be paid at the Sport and Wellness Access Desk)

For intramural tournaments, participants will be granted access to MacEwan Sport and Wellness for the duration of the tournament and will not be required to comply with the eligibility requirements detailed above.

3.2 Intramural Playoff Eligibility

- All participants must be 18 years of age or older or a MacEwan student (unless otherwise stipulated) to participate in MacEwan Recreation programs.
- For intramural leagues and tournaments, the participant must have played in at least one (1) round-robin regular season game to be eligible for the playoffs.
- Exceptions may be made in the case of injury or illness, but MacEwan Recreation staff must be informed of any issues that will cause missed games at the time of the injury or illness.

If a team is caught playing with an ineligible playoff participant, they will be removed from the playoffs and will lose their default deposit (intramural leagues only).

3.3 Ineligible Participants

- All participants must be 18 years of age or older or a MacEwan student (unless otherwise stipulated) to participate in MacEwan Recreation programs.
- A participant may register and play for only one (1) team in any given MacEwan Recreation intramural league or tournament.
- Intramural teams may have current Varsity (Griffins, Bears, etc) athletes or “red-shirts” on their roster, as long as the intramural sport they are registered for is not the same as the varsity sport they played. Ie. A Griffin soccer player cannot play intramural soccer; they can however, play intramural volleyball, 3-on-3 basketball, etc. Sports with maximum rosters of greater than 6 (volleyball, dodgeball and soccer) may have 2 retired varsity players. Sports with maximum rosters of 6 or less (3 on 3 basketball and badminton) may have 1 retired player. It is preferred that only one retired athlete be on the court at any time. A retired varsity player is an individual who has not participated as a varsity athlete for four (4) months.

3.4 Use of Ineligible Participants

All participants and teams are responsible for abiding by the eligibility rules outlined in this guide (refer to Participant Eligibility and Ineligible Participants). These rules are in place to ensure the safety of our participants while ensuring the integrity of our leagues, tournaments and events. In the case of intramural leagues and tournaments, the use of an ineligible participant will result in the default of all games played with the ineligible participant and the loss of the team’s default deposit (intramural leagues only). While in the case of special events, the ineligible participant will be immediately withdrawn and may need approval prior to registering in future events.

3.5 Registering a Team for an Intramural Program

- All registrations must be made in person at the Sport and Wellness Access Desk.
- Full payment must be made at the time of registration, including the default deposit (intramural leagues only) which will be refunded at the end of the season if the team does not record one (1) default or more than one (1) forfeit over the course of the season.

- Team Registration forms (Appendix C) must be filled out completely and legibly. Team captains must supply complete information (phone number and email address) so they can be contacted by MacEwan Recreation staff. Failure to provide accurate information may result in missed communication regarding game cancellations, participant eligibility, etc...
- Following payment, team captains will be advised of the date and time of the mandatory captains meeting. They will also be supplied with a Team Roster form (Appendix D) that must be completed and submitted at the captains meeting.
- Refunds will be granted at the discretion of MacEwan Recreation staff according to the MSW Refund Policy. Any requests for refunds should be made in person at the MacEwan Recreation office (8-121C).

3.6 Free Agent Intramural Registrants

Individual participants are able to register for MacEwan Recreation intramural leagues; however, due to the brevity of intramural tournaments, individual registrants will not be accepted. The registration process is similar to the team registration procedures laid out in the previous section, except that an individual registrant must completely fill out an Individual Registration Form (Appendix E).

All individual registrants are required to attend the individuals meeting scheduled prior to the start of the league season. At the meeting, the individuals will be formed into teams and team members will exchange contact information with each other to encourage continual communication over the course of the season.

Following the individuals' meeting, the individual's teams will take on all the responsibilities of registered teams in MacEwan Recreation programs as documented in this guide; however they will not be required to pay a default deposit.

Free agents who miss three (3) or more weeks of play will forfeit their spot on the team. These individuals will not receive a refund.

3.7 Registering for Other Programs and Events

Many of our special events and instructional programs accept registration in person at the Sport and Wellness Access Desk or over the telephone by calling our registration line at 780-497-5300. Each program has a specific set of eligibility requirements that will be posted along with the program details. The registration process for these programs is similar to that of intramural registration. Teams wishing to register for an intramural tournament are required to fill out and complete an Intramural Tournament Registration form (Appendix F).

3.8 Intramural Captains Meeting

When registering for a MacEwan Recreation intramural league or tournament, the team captain will be advised of the time and location of the captains' meeting for that event. The purpose of the captains' meetings is to familiarize the participants with the rules of the league or tournament as well as the broader policies of MacEwan Recreation. They also serve as a means of introducing the team captains to the MacEwan Recreation staff members who will be administering the league or tournament. For intramural leagues, captains meetings will generally take place the week prior to the start date of the league. For intramural tournaments, captains meetings will generally take place 30 minutes prior to the start of the first tournament game.

- **ALL TEAM CAPTAINS MUST ATTEND THE CAPTAINS' MEETING.** If, for any reason, the team captain is not able to attend, an alternate may be sent in their place. All teams must submit a completed team roster at the captains meeting.

- If a team fails to send a representative to the captains' meeting, they must contact MacEwan Recreation as soon as possible to arrange an alternate time to hand in their team roster. They will also lose the privilege of schedule requests and will receive a one (1) fairplay rating. A team that has a representative attend the meeting will receive a five (5) fairplay rating.

3.9 Intramural Team Roster Maintenance

Intramural leagues and tournaments have restrictions on the minimum and maximum number of participants as well as the required number of participants of each gender. It is the responsibility of the teams to stay within these boundaries. When an injury occurs during a game or event and affects the participant or gender requirements, refer to the Emergency Procedures section of this guide. Roster changes can be made through the following procedures.

- For intramural leagues, new participants may register at a game with valid identification. A team representative (preferably the Team Captain) must be present at the game to authorize the new participant. It is up to the captain to ensure that enough space exists on the roster for new participants.
- For intramural tournaments, the roster provided at the captains meeting will be frozen for the duration of the tournament.

3.10 Intramural Scheduling Procedures

Intramural league schedules will be made available several days prior to the league start date (if possible). Most leagues include a round-robin regular season followed by an elimination playoff round. For the most part, teams will play once per week during the regular season. Results from the regular season will determine whether a team qualifies for the playoff round.

Tournaments will feature a variety of schedule formats depending on the sport and the number of teams participating. Tournament schedules will be made available only a few days prior to the tournament.

Schedules can be found at MacEwan.ca/Recreation.

3.11 Rescheduling Intramural Games

MacEwan Recreation will attempt to reschedule games as requested by participants. See below for the guidelines concerning rescheduling.

- Requests to reschedule games must be made one (1) week prior to the date of the game in question. If a team is aware that they will not be able to attend a game, but does not notify MacEwan Recreation at least one (1) week prior, we would still encourage the team to notify MacEwan Recreation. The game will be recorded as a forfeit (rather than a default).
- MacEwan Recreation recommends that teams make requests as early as possible. Ideally, teams should notify MacEwan Recreation of potential conflicts prior to the season so that they can be built into the original league schedule.
- For tournaments, all schedule requests must be made prior to the release of the schedule. Due to the brevity of our tournaments, there is limited flexibility in accommodating scheduling requests.
- Both teams involved must agree to the date and time of the rescheduled game.
- Due to limited available gym time, not all requests for rescheduling will be possible. In the case that rescheduling is denied and the team is unable to attend the game in question, the game will be forfeit and no default fee will be assessed unless that team has already registered a forfeit over the course of the season.

3.12 Intramural Game Procedures

- Prior to all intramural games, all participants must sign in with the program supervisor by showing a piece of picture identification. Those participants without identification will not be allowed to play. During intramural tournaments, participants will only be required to sign in prior to their first game.
- Each league or tournament will have specific guidelines regarding the number of participants, as well as the required number of each gender required to begin the game. Team captains are responsible for knowing the specific guidelines of the league or tournament they have registered for.
- At the conclusion of all games, team captains must approve and sign the score sheet (Appendix G). Once the score sheet has been signed by both team captains and the program supervisor, that score becomes official and will be recorded in the league or tournament standings.

3.13 Referee and League Supervisor Policy

- MacEwan Recreation relies on practicum students and part-time staff to monitor and coordinate many of our programs. These staff members have the authority to enforce the policies and procedures outlined in this guide during MacEwan Recreation events.
- Many of MacEwan Recreation's intramural leagues and tournaments are self-officiated by the participants. This helps to keep the costs of our programs as low as possible. It is also meant to promote fairplay and sportsmanship by placing the responsibility for officiating the game on the participants. MacEwan Recreation recommends that should a disagreement arise over a call or decision made during a self-officiated game the team captains should decide on a fair method of resuming the game (ex. re-serve, replay the point, drop-ball, etc...).
- MacEwan Recreation will have a league supervisor present at all games to ensure that game procedures are followed.
- In the event that the league supervisor (or referee, if applicable) fails to be present, the game should go on as scheduled. In the case of intramural leagues and tournaments, team captains should proceed to the Sport and Wellness Access Desk to secure the necessary equipment for the games.

3.14 Equipment Usage Procedures

MacEwan Recreation will provide all major equipment (nets, posts, goals, hoops, etc...) for intramural leagues and tournaments. All equipment set-ups and take-downs will be performed by MacEwan Recreation Program Supervisors to ensure that the equipment is kept in safe, working order. MacEwan Recreation will also provide a game ball for all sports. Additional balls to be used for warming up can be borrowed from the Access Desk with a piece of identification

3.15 Intramural Fairplay Ratings

For all intramural leagues, program supervisors will fill out Fairplay Rating forms (Appendix H) following each game. These ratings will be tabulated on an ongoing basis throughout the season. All ratings will be on a 5 point scale. Teams must maintain a minimum 3.5 point average throughout the season to be eligible for playoff competition. Any team defaulting a game will receive a rating of one (1). A team forfeiting a game will not receive a rating for that game. For all defaults and forfeits, the team not responsible for the default or forfeit will receive a rating of five (5). Any teams receiving a rating of two (2) or lower will be contacted by MacEwan Recreation to discuss the rating. Ratings will reflect the team's sportsmanship and commitment to fairplay. MacEwan Recreation staff can be reached

at any time to discuss fairplay and sportsmanship in any of our programs. Fairplay is of utmost importance to MacEwan Recreation and we expect that all teams will treat each other fairly and respectfully.

3.16 Intramural Defaults and Forfeits

Should a team fail to field the minimum number of participants or the minimum number of male or female participants (as specified by the league/tournament rules and regulations) within 5 minutes of the scheduled game, it will be declared a default. This can be avoided by notifying MacEwan Recreation at least 9 hours prior to the game. In either case, the game will be recorded as a victory for the team that is present and ready to play. Default/forfeit scoring will be different for each sport. For example, the default/forfeit score for soccer games will be 3-0. Please refer to league or tournament rules and regulations for the default/forfeit score. Due to the brevity of intramural tournaments, defaults will be strongly discouraged as they have a greater impact on a greater number of teams. See below for the guidelines concerning defaulted games in intramural leagues.

- For all defaults, the defaulting team will be suspended and assessed a \$25 default fee. The suspension will be lifted once the fee has been paid.
- For a team's first forfeit, the forfeiting team will not be assessed the default fee. However, any future forfeits (or defaults) will result in the suspension of the team and the assessment of the default fee.
- All default fees can be paid at the Access Desk, either in person or over the phone.
- In the case that a team defaults twice during league play, that team may be removed from the league if a waiting list exists and another team is prepared to assume their place in the league. Should the removed team wish to participate in future intramural leagues, they will have to be granted approval prior to registration by MacEwan Recreation.

Defaulted intramural tournament games generally indicate that a team has chosen not to participate in the tournament as a whole. For those teams that default out of a tournament, they will need to gain approval from MacEwan Recreation prior to registering in future tournaments.

3.17 Intramural Tie-Breaking Procedures

These are standard tie-breaking formulas and will be used for all intramural leagues and tournaments unless otherwise stated.

In the case of a tie:

1. Head to head result(s)
2. Most wins
3. Most participations*
4. Point differential
5. Fairplay scores

*Participations are defined as the sum total of participants who attended league or tournament games over the course of a league or tournament.

3.18 League and Tournament Statistical Information

Information pertaining to all intramural leagues and tournaments, including schedules, standings and rules, will be available online (www.MacEwan.ca/Recreation) and will also be posted on the MacEwan Recreation bulletin boards located in building 7 and building 8.

3.19 Intramural Prizes

Prizes will be awarded to the winning teams of intramural leagues and tournaments during the Recreation Banquet.

3.19 b Spirit Awards

One team per intramural league will be awarded the Spirit Award at the Fall and Winter Recreation Banquets for outstanding displays of intramural sportsmanship throughout their season of play.

Winners of the Spirit Award will be chosen by a combination of votes from team captains, League Supervisors and Rec Interns. League Supervisors will be responsible for collecting nominations from the team captains in each league during the week prior to finals. Each nomination from a team captain will equal one (1) point and nominations from League Supervisors and Rec Interns will be worth two (2) points. In each league, the team with the most points overall will be the Spirit Award recipients. The Recreation Supervisor and Recreation Consultant will decide on the method of breaking any nomination ties.

3.20 Intramural Protests

All game protests must be submitted in writing by the team captain to the MacEwan Recreation office (8-121C) within 24 hours of the game in question. Protests may only be submitted when they are based on violations of MacEwan Recreation policies (ex. ineligible participants). Protests based on decisions made by referees regarding rules will not be considered. MacEwan Recreation staff will make decisions on protests within 48 hours from when the protest was submitted. Protests submitted verbally or over the phone will not be considered.

3.21 Intramural Participant Evaluation Questionnaires

During the later stages of intramural leagues and tournaments, participants will often be asked to complete evaluation questionnaires (Appendix I) to document their experiences during the program. The questionnaires are voluntary and anonymous. Information that is gathered will be used to improve MacEwan Recreation programs.

4.0 PARTICIPANT CONDUCT

4.1 Fairplay Contract

Individuals participating in MacEwan Recreation Intramural programs are required to sign and submit a Fairplay Contract (Appendix J) before they are eligible to play. The Fairplay Contract clearly explains the way in which players are expected to conduct themselves while participating in any MacEwan Recreation Intramural program. Intramural teams may submit one form for the entire team but each player must read and sign the form before they will be allowed to play. It is a team captain's responsibility to ensure that every member of their team has thoroughly read the Fairplay Contract and has signed it prior to the commencement of their first scheduled game.

Fairplay Contracts will be available from the Access Desk, the Recreation office (8-121C), league supervisors, as well as on-line at the MacEwan Recreation website (www.macewan.ca/recreation).

4.2 Unsportsmanlike Behaviour

Individuals attending (as participants or supporters) any MacEwan Recreation event are responsible for conducting themselves in an appropriate manner as outlined in the Grant MacEwan University Policy Manual (refer to sections D1125, E3101 and E3102). MacEwan Recreation reserves the right to refer the handling of serious incidents to the Office of the Vice President of Student Services.

MacEwan Recreation emphasizes the importance of fairplay and sportsmanship in all our programs. Any and all behaviour that defies these values will not be tolerated. We ask that all participants respect each other and avoid destructive behaviour (offensive verbal abuse, overly aggressive behaviour, fighting, etc...). All complaints regarding

participant conduct must be addressed to MacEwan Recreation staff immediately following the incident. Campus Security must be notified immediately should any major offences occur during MacEwan Recreation programs

4.3 Minor Offences

- Verbal Abuse – It is imperative that all participants (players and supporters) refrain from using any form of verbal abuse or inappropriate gestures directed towards other participants, referees, spectators, program supervisors, MacEwan Recreation staff and SW staff. This includes, but is not limited to: profane language and arguing with officials, spectators or opponents.
- Excessive Aggression – While MacEwan Recreation acknowledges the physical nature of the sport, we will seek to limit any aggressive behaviour to ensure the safety of all the participants as well as the integrity of our leagues. Excessive aggression is defined as a level of competitive contact greater than is reasonably necessary to participate in any sport.

4.4 Major Offences

- Harassment – Abusive, demeaning or threatening (racist, sexist, etc...) behaviour or language directed towards any individual or group during MacEwan Recreation programs.
- Fighting – For the purpose of this policy guide, fighting will be defined as the intentional striking of an opponent with an object or any part of the body (fist, foot, head, etc...).
- Alcohol & Narcotics – The consumption of alcohol and narcotics during MacEwan Recreation programs is strictly prohibited. Furthermore, any participants deemed to be under the influence of alcohol or narcotics will not be allowed to participate and will be asked to leave the premises immediately.

4.5 Discipline and Punishment

- Minor Offences – All minor offences will be dealt with by MacEwan Recreation staff. Offending participants will be warned following their initial offence and placed on probation for the remainder of the academic year. Subsequent offences during the same academic year will result in immediate suspension from all MacEwan Recreation programs. Reinstatement in MacEwan Recreation programs will be determined by MacEwan Recreation following a meeting with the offending participant.

- Major Offences – All major offences deemed to breach the Declaration of Student Rights and Responsibilities – E3101 – Grant MacEwan University Policy Manual and/or Harassment – D1125 – Grant MacEwan University Policy Manual will result in immediate suspension from all MacEwan Recreation programs and will be referred to the Office of the Vice President of Student Services to be processed according to Student Discipline – E3102 – Grant MacEwan University Policy Manual. Reinstatement in MacEwan Recreation programs will be determined by MacEwan Recreation following the ruling passed down by the Office of the Vice President of Student Services.

4.6 Intramural Team Supporters

MacEwan Recreation is aware that some intramural teams enjoy having supporters or fans present during games. Furthermore, all supporters must either be members of the SW (all full-time MacEwan students are automatically members) or have paid the appropriate drop-in fee. This will be allowed, provided the supporters abide by the policies and procedures outlined in this guide as well as the following stipulations:

- Spectator Areas – All supporters not participating in MacEwan Recreation programs must remain in the area designated for the team they are supporting (ex. the team bench). Supporters may be asked to move by referees or MacEwan Recreation staff at any time to ensure the safety of the participants and the integrity of the game.
- Before/During/After Games – Team supporters are not permitted to be on the court or field of play at any time. This includes pre-game warm-up, half-time and post-game. This ensures that supporters not participating in MacEwan Recreation programs are not injured and do not cause damage to MacEwan Recreation equipment and facilities.

Ultimately, it is up to the team (and more specifically, the team captain) to control its supporters. If supporters do not follow MacEwan Recreation policies and procedures during a game, the team will forfeit the game and the team will no longer be permitted to have supporters in attendance at games. If banned supporters continue to attend games, the team will be removed from the league and will have to be approved by MacEwan Recreation staff prior to registering for future MacEwan Recreation leagues and/or tournaments.

4.7 Intramural Team Name Policy

MacEwan Recreation encourages all teams to be creative when naming their intramural team. When selecting a name for your team, please follow these guidelines:

- The team name selected must be in good taste.
- The team name must not be offensive to any individual or group.

MacEwan Recreation reserves the right to refuse an inappropriate team name. In such a case, the team will be named after the surname of the team captain until an appropriate name is provided.

This guide will be updated on an ongoing basis based on the needs of our programs. MacEwan Recreation staff will have the final say on all decisions regarding MacEwan Recreation programs.

MacEwan Recreation thanks you for participating in our programs. We are always open to new programs ideas. If you have any ideas for programs you'd like to see offered by MacEwan Recreation, please let us know.

Should you have any questions, comments or concerns regarding any aspect of MacEwan Recreation programs, please contact:

Recreation Supervisor (Office 8-121C – 780.497.5370)