



# INTRAMURAL CAPTAINS' INFORMATION

# INTRODUCTION

Welcome to the Intramural (IMS) Captain's Information! Within this document you should find all the information you require to run your team effectively and enjoy being part of IM Sport here at the University of Edinburgh.

Important information covered in this handbook includes:

- Captain checklist & week plan
- The “Spirit of IMS” guide
- IMS Captains best practice

This document can give you all the information needed to guide you as an IMS Captain. However, if there is anything you would like to be included, or you feel needs to be corrected or updated, please contact the Vice President - Intramural Sport, via: **[eusu.vpim@ed.ac.uk](mailto:eusu.vpim@ed.ac.uk)**

Here is to a great year and we hope you enjoy playing within IM Sport!

Yours in Sport,  
The Intramural Sport Committee



# CONTACT INFORMATION

Please find the contact details for the IMS team including SU Executive Committee members, Sport Coordinator and league officers.

**Vice President -  
Intramural Sport (VPIM)**



**Angus Forbes**  
[eusu.vpim@ed.ac.uk](mailto:eusu.vpim@ed.ac.uk)

**Intramural Sport  
Coordinator (IMC)**



**Alex Stevenson**  
[eusu.imcoordinator@ed.ac.uk](mailto:eusu.imcoordinator@ed.ac.uk)

**Sports Coordinator:  
Competitions and Intramural**



**Polly Pearce**  
[polly.pearse@ed.ac.uk](mailto:polly.pearse@ed.ac.uk)  
0131 650 2358

**Sport Participation Activator**



**Callum Ball**  
[callum.ball@ed.ac.uk](mailto:callum.ball@ed.ac.uk)

# IM OFFICERS

**Netball**

**Maya Thomson**

eusu.imnetball@ed.ac.uk



**Hockey**

**Rosa Doran**

eusu.imhockey@ed.ac.uk

**Squash**

**Kyle Brown**

eusu.imsquash@ed.ac.uk



**Rugby**

**Alex Martins da Silva**

eusu.imrugby@ed.ac.uk

**Basketball**

**Morgana Angelli**

eusu.imbasketball@ed.ac.uk



**Football (M)**

**Marcus Cunnington**

eusu.imfootball@ed.ac.uk

**Football (W)**

**Camille Narducci & Eve Humphries**

eusu.imwomensfootball@ed.ac.uk



**Media**

**OPEN - Email emily.roxbeecox@ed.ac.uk**

eusu.immedia@ed.ac.uk



# KEY INFORMATION

## **Communication**

Please keep an eye on your emails and Playwaze – these are the two main lines of communication.

## **Memberships**

All player need a Intramural Membership. This can be bought on the EUSU website. All players must buy their IMS memberships before September 28th.

## **Report an Issue**

You can report any issues or complaints anonymously here. Alternatively, feel free to speak to any member of the IMS committee in confidence, who will provide support or signpost you to the suitable service.

**Always abide by facility rules and respect all involved with IM Sport.**

# SPIRIT OF IMS

The following represents the expectations of the IM Committee for how players should operate.

1

## RESPECT

For everyone from teammates, opponents, officials, volunteers and others involved with IM Sport. Treat all facilities appropriately and follow all guidelines, ensuring you leave all venues as you found them.

2

## INTEGRITY

Always representing your team and the Sport Union responsibly, be it matches, socials, training sessions or any other relevant situations.

3

## FAIR PLAY

Abiding by official's decisions, playing to the rules, and playing the game with the best intentions.

4

## WELCOMING

There is a zero tolerance approach to initiations, bullying or harassment of any kind.

5

## ENJOYMENT

We all play IM Sport with the intention of enjoying it, please make sure your actions do not impede on someone else's ability to do so.

We hope that everyone involved with IMS adheres to the Spirit of IMS, EUSU Code of Conduct as well as the University Code of Student Conduct to ensure a fun and enjoyable time for all.

In the unfortunate event that an individual or a team fail to adhere to these standards it will result in a disciplinary process in accordance with EUSU's Disciplinary policy. Information on how to report an issue can be found on page 7.

# CAPTAIN'S CHECKLIST



Use this handy checklist to ensure you have covered all responsibilities of captaincy prior to the **listed deadline**. Please keep an eye on communications from your IM officers.

League Sign Up via the products tab (**deadline 21st September**)

Read Competition Rules and Captains Handbook (**prior to games**)

Attended Captains Training (**26th September 18:00**)

Attended “Give it a Go” if looking to recruit players (**W/C 18th September**)

SU Memberships – All Players (**deadline 28th September**)

Introduced yourself to IM Officer and confirmed means of communication (**prior to games**)

Attended General Meeting 1 (**Start of November**)

Applied for IMS Award (Vice President Award and Intramural Committee Award) – if interested (**before end of November**)

Register interest for yourself and your players in the All Stars Matches with league officer (**before end of semester 1**)

# BEST PRACTICE

## COMMUNICATION

- Keep in contact with your IM Officer & SU.
- Ensure your registered email address is correct.
- Communicate any issues with fixtures in time.
- Please check Playwaze regularly for updates

## TEAMWORK

- All teams should have a welcoming atmosphere and culture.
- Communicate all events clearly to all players
- As a captain, you are influential and so ensure standards are being set.
- Feeling comfortable leads to success on & off the field.
- Activities to welcome players include: matches, training, and socials (that accomodate for all).
- Follow the Spirit of IMS

## RECRUITMENT

- Large squads are able to be more flexible with fixtures
- Partner with a school or society to recruit players
- Contact your IM Officer or the SU for a list of "free agents"
- They also exhibit greater senses of community.
- Recruit at our IM Give it a Go sessions
- Promote your team on social media





# BEST PRACTICE

## PRE-MATCH CHECKS

- Use a group chat to communicate efficiently
- If you cannot play your fixture, communicate this to the IM Officer, the SU, opposition captain, and the referee.
- Ensure your team has the fixture information early.
- If cancelled before the 72 hour deadline, the fixture can be played in rearrangement week. If not, you will forfeit and be deducted 3 points.

## KITS

- Teams are encouraged to match (either kit or colour)
- If looking for help, please contact the VPIM.
- Though not essential, matching strips can induce community and connection.
- The Sports Union's kit supplier PlayerLayer can provide you with a quote.

## TRAINING

- Training can be great for building relationships and engagement.
- Sport & Exercise will hire you pitches/courts - contact [sport.bookings@ed.ac.uk](mailto:sport.bookings@ed.ac.uk).
- If you don't want much commitment, try and set up friendlies and informal "pick up" sessions.
- Alternatively use free space such as the Meadows.



# BEST PRACTICE

## ORGANISATION

- The best IM teams have people in different roles
- Roles can include: vice-captain, social sec, treasurer etc
- The team is more likely to flourish on & off the pitch.
- This takes tasks away from the captain and allows others a stake in their team.
- The responsibility and workload is shared.
- Contact the SU if you would like support with structure.

## BEYOND MATCHES

- Teams in the past have run charity events, tours, and collabs with the SU for Mental Health and Wellbeing projects.
- Be imaginative with opportunities for your team
- These will build a community feel and can deliver value to people inside & outside the team.

## COACHING AND VOLUNTEERING ACADEMY

- The CVA offers personal & professional development opportunities.
- Past opportunities include: the Edinburgh Award, ConcussEd, SU Media team
- By being a SU Member, you are invited to attend any CVA events.



# Fixtures

All league fixtures can be viewed on Playwaze.

Captains are responsible for ensuring your team fulfil all the fixtures at the correct times and dates. **If unable to fulfil a fixture, please inform your officer at least 72 hours beforehand** – preferably as early as possible pre this time window. Fixtures are rearranged at the discretion of the Sports Coordinator.

If the opposition fails to show for a fixture, a walkover will be awarded to the team who arrived (we ask that you inform us via email when your opposition fails to turn up). The no-show team will get 3-points deducted. The team who showed may use the pitch time to practice.

Teams who are consistently late to fixtures or do not attend for league fixtures will incur the following penalties:

- 1 match = a warning and a 3-point deduction
- 2 matches = final warning and a further 3-point deduction
- 3 matches = expulsion from the league (no refunds available).

Results must be inputted **within 24 hours** of a match finishing.

# CAPTAIN'S WEEK PLAN

## GAMEDAY -3

Deadline for cancelling your fixture. Cancel before now and you can play your fixture in a designated "rescheduling week". After now and you will automatically forfeit your fixture and be deducted 3 points.

## GAMEDAY

Make sure your team are prepared and have the necessary info. Check @PM\_Pitches on Twitter for weather-related updates. If you can no longer play please contact the SU. Show up early for your fixture and enjoy the match!

## GAMEDAY +1

Please submit your fixtures results onto Playwaze within 24 hours. All matches without result at the end of the season will be designated as 0-0

## GAMEDAY +2/3/4

Check next week's fixtures and inform your team at the start of the week. Know in advance if you are going to be able to play and inform the SU, opposition captain, and referee if you cannot play.



# FAQs

## CLOTHING, FOOTWEAR AND KIT

For safety reasons, no jewellery can be worn when playing. Players must also wear appropriate footwear for the playing surface. Teams should coordinate strips on matchday which does not clash with the opposing team. There is not a requirement to use PlayerLayer as your kit supplier, but if you wish to use them get in touch with the SU.

## FOOD AND DRINK

NO food and drink can be taken into Sport & Exercise facilities unless it is in a bag. All bags must be away from the playing surface.

## MATCH LOCATIONS

All indoor sports will take place at the Pleasance Sport Complex with outdoor sports taking place mainly at Peffermill Playing Fields with fixtures occasionally allocated to Edinburgh Leisure facilities around the city.

## CHANGING FACILITIES

Changing facilities are available at all fixture locations. Look out for the notice screen in the Liddle Clubhouse at Peffermill for which changing room you have been allocated.

## PITCH CONDITION

The Sport & Exercise staff members make routine facility checks and will update on the @PM\_Pitches Twitter page. However, if players or the referee have concerns relating to the playing surface or perimeter areas, notice any unusual occurrences or faults, or believe a pitch or surrounding area is not fit for purpose you should inform the duty staff immediately.

# FAQs

## MATCH DAY INFORMATION

If you have any questions about the league, please contact your IMS Officer. Please note individuals participate at their own risk and are advised to seek medical advice if suffering from any injury/ illness that may affect participation. Playing equipment should be provided by the teams.

## SUBSTITUTES

The number of rolling substitutions made during a match is unlimited: a player who has been replaced may return to the pitch as a substitute for another player. Substitutions should only be made when there is a break in play and at the referee's discretion.

## LATE KICKOFF

If a team arrives after their kick-off time, then the game will be void and a walkover will be awarded to the team which arrived on time. The game may be played as a friendly and the referee will continue to referee as normal.

## CANCELLING FIXTURES

If for any reason, a team cannot fulfill a fixture, please communicate ASAP. There is a 72 hour deadline to cancel a fixture. If cancelled before, you will be able to rearrange the fixture during your allocated Rearrangement Week. If after the deadline, you will forfeit the match and be deducted 3 points. To cancel, contact the SU (contact details on page 5), the opposition captain, and the referee.

# OFFICIALS

## **BOOKING RESPONSIBILITY**

Where possible referees/umpires should be used, it is the responsibility of the Home team to book the officials except for football where the Referee Coordinator will arrange the officials.

## **OFFICIAL'S DECISIONS**

The match referee's decision on any issue arising immediately before, during or immediately after the game is always final. The Sports Union ask that players respect the match referee and raise any issues with the Sports Coordinator within 48 hours after the game.

## **REFEREES WANTED**

If any players are interested in refereeing any Intramural Sport matches please contact the IMS Officer for your chosen sport. We have pathways and opportunities for both qualified and unqualified referees through the Coaching & Volunteering Academy.

# SUMMARY

We hope you have found this document useful in explaining several aspects of being an IMS Captain. The following summary aims to cover the most important points that must be performed. Please refer to other areas of this handbook for tips and tricks to make an extra success of your captaincy. If at any point you have questions, please do get in touch with a member of the IMS committee, they would be more than happy to help!

