



# INTRAMURAL SPORT- CAPTAINS' HANDBOOK

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# INTRODUCTION

Welcome to the Intramural (IMS) Captains Handbook! 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.

The Handbook has information on how to use the fixtures system Playwaze, as well as a captain checklist/week plan, the “Spirit of IMS” guide and some examples of IMS Captains best practise. For those interested in entering a new team, there is also a guide of how to complete this process.

Hopefully, 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 (VP IMS)



**Hannah Adams**

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

## Intramural Sport Coordinator (IMC)



**Angus Forbes**

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

## Sports Coordinator: Competitions and Intramural



**Polly Pearse**

[polly.pearse@ed.ac.uk](mailto:polly.pearse@ed.ac.uk)

0131 650 2358



## **Basketball**

**Jaime Garcia Fernandez**

[eusu.imbasketball@ed.ac.uk](mailto:eusu.imbasketball@ed.ac.uk)

## **Netball**

**Molly Alba**

[eusu.imnetball@ed.ac.uk](mailto:eusu.imnetball@ed.ac.uk)



## **Hockey**

**Sarah McTaggart**

[eusu.imhockey@ed.ac.uk](mailto:eusu.imhockey@ed.ac.uk)

## **Squash**

**Louise Hubter**

[eusu.imsquash@ed.ac.uk](mailto:eusu.imsquash@ed.ac.uk)



## **Rugby (15's and Touch)**

**Josiah Yuen**

[eusu.imrugby@ed.ac.uk](mailto:eusu.imrugby@ed.ac.uk)

## **Media**

**Flora Roberts**

[eusu.immedia@ed.ac.uk](mailto:eusu.immedia@ed.ac.uk)



## **Football (M)**

**Bo Gunnarsson**

[eusu.imfootball@ed.ac.uk](mailto:eusu.imfootball@ed.ac.uk)

## **Football (W)**

**Molly Orr-Love/Graciela Diaz-Thorpe**

[eusu.imwomensfootball@ed.ac.uk](mailto:eusu.imwomensfootball@ed.ac.uk)



# 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 most relevant avenue.

# STARTING A NEW TEAM GUIDE

## STEP ONE

Recruit players, or have appropriate plans to recruit enough players, to satisfy the minimum number of players per team. Through our experience this is the minimum numbers teams can get by on to ensure they do not miss games due to players being absent – you are welcome to have a greater number of team members than the number stated.

### Minimum SU Memberships by sport

<b>Basketball</b>	8
<b>Football 5s</b>	7
<b>Football</b>	14
<b>Hockey</b>	14
<b>Netball</b>	8
<b>Rugby</b>	18
<b>Squash</b>	5



If needing to recruit players, potential options include linking up with a school and advertising through their channels to get students/staff from that school involved. Alternatively, get in contact with your league officers who may know of players looking for a team to join. We also run a “Give it a Go” event at the start of the year which you can use to recruit new players who are looking for a team. Please let your officer know you are interested, and they will fill you in on when it is taking place!

## STEP TWO

Sign up and pay the entry to the appropriate league, paying attention to select the correct day if appropriate. Signups open after August 1st and most leagues sell out rapidly so please do this promptly! When signing up ensure that you put down the correct contact information as we require this to contact you throughout the year.

## STEP THREE

Begin to get your players to buy their SU memberships through the SU website. If they are already members of a BUCS club, they can use the £0 option, but must do so to be covered by insurance while playing IM Sport. Deadline for securing minimum membership numbers is the second week of games. Please note all members must have membership to play.

# STEP FOUR

Sort your team's strips (nothing fancy required, but all wearing the same colour is very handy) and make sure you attend and complete all meetings and training sessions prior to the start of the league, as these contain valuable and important information. Failure to attend meetings can result in your team being docked points, while failure to complete training will result in your team being prevented from entering the league. Information will be sent out by email for these sessions so please make sure to provide accurate contact details when signing your team up.



## STEP FIVE

Fixture information can be found on Playwaze – the system we use to manage fixtures. This is also where you will update the scores after the match. See the Playwaze section below for further information on how to effectively use this platform. Make sure to also read the [competition rules](#) prior to your first game.

## STEP SIX

Hopefully after completing these steps, you and your team are all set to take part in IM Sport. You can always reach out to any of [IMS committee](#) or [EUSU staff](#) if you have any questions or issues. Good luck and enjoy playing IM Sport!

Many IM teams that have found great success in connecting with a University school. By representing the school, you increase your outreach to potential players, and there is the potential to negotiate financial support from the school for entry fees. Please contact your school directly to see what opportunities are available! **Linking with a school can aid in player recruitment.** For example, it may provide the chance to speak at lectures about the opportunities in your team, allow access to School email lists, as well as being featured around your school through both physical posters and online content.





# CAPTAIN CHECKLIST

Use this handy checklist to ensure you have covered all responsibilities of captaincy prior to the **listed deadline**. These are rough dates and will vary year to year. Please keep an eye on communications from your IM officers.

League Sign Up via the products tab (**before 25th September**)

Attended Captains Training (**6th of October Location tbc**)

Attended “Give it a Go” if looking to recruit players (**week prior to games**)

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

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

Exchanged details with other captains (**prior to games**)

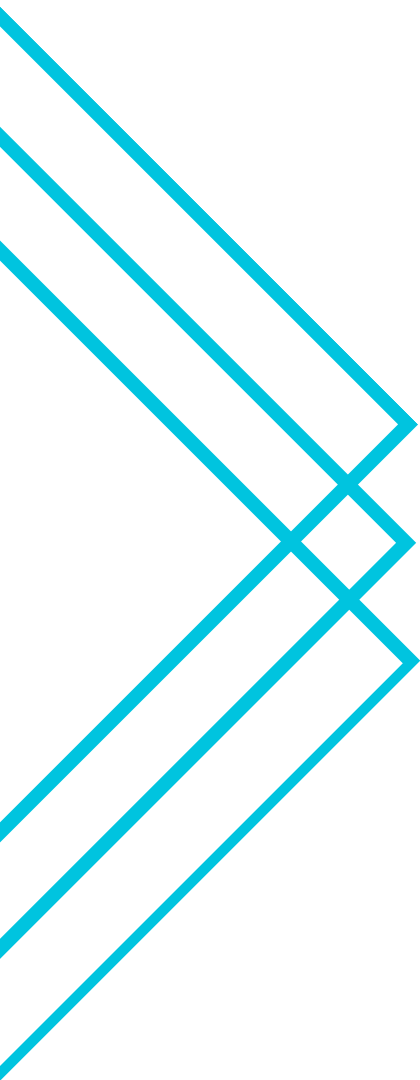
Met/spoken with League officer and confirmed means of communication (**prior to games**)

SU Memberships – All Players (**second game week**)

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**)



# CAPTAIN EXAMPLE WEEK PLAN

Please find an example of how a typical week might look for a captain to ensure they meet all weekly deadlines:

(Please note: - = **days until**, while + = **days after**)

## **Game Day (GD) - 2**

Deadline for letting your officer know your team is unavailable for your fixture. Inside of the 48-hour window, your team will forfeit the game and be issued with a strike. **There is "3 Strikes, You're Out" policy for failing to warn your officer more than 48-hours prior that you are unable to field a team.** In the event of 3 strikes, your team will be withdrawn from the league **with no refund.**

Check fixtures as this will also be the last time any potential changes can occur (i.e. location change). Though unavoidable at times, the Sport Coordinator endeavours to limit the number of changes to fixtures once they have been published on Playwaze.

## **GD**

Check [Peffermill/Pleasance](#) Twitter and your email (especially during bad weather) to confirm the game is on. Facilities can be considered unplayable by the facility staff and this is **NOT the decision of the IM committee or Sports Coordinator.**

Ensure your team turns up and is ready to play at the correct location and time. Most importantly, enjoy your match!

## **GD + 1**

Please have your fixture results submitted into the Playwaze system within 24 hours of game conclusion.

## **GD + 2/3/4**

Check fixtures for next week and assemble your squad. Please let your officer know if there are any issues or you are unable to make this week's fixture. The more warning you can provide, the easier it is for us to communicate this to other teams.

# SPIRIT OF IMS

The Spirit of IMS summarises how the IMS committee expect captains and their teams to operate during their time within IM Sport. This is an extension of the EUSU's Code of Conduct. Through being a matriculated student at the University of Edinburgh, all students agree to adhere to the University's Code of Conduct, which should be **followed at ALL TIMES**.

You can find information of how to report any instances in the Report an Issue section of this document.





Spirit of IMS is best summarised by these key points:

**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.

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

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

**Welcoming** - **Zero tolerance** to initiations, bullying or harassment of any kind.

**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.

# BEST PRACTICE

This section is sharing some tips of how to make a success of being an IMS captain:

**Communication** – Keeping in contact with your officers is essential for the smooth running of your team. Doing so ensures you can let them know of any issues with fixtures etc., but also means you are kept up to date with any changes too. Please ensure you provide a correct email address when registering your team and monitor it often. Also, please check Playwaze regularly for any updates.

**Pre-Match Checks** – Ensure your team is ready in advance with the fixture information. Some Captains use Facebook groups or WhatsApp group chats which allows for them to keep all match responses in one place. These enable rapid communication with all team members, meaning you save time having to chase up players for their availability.



Please ensure you let your officer know when you are unable to play a fixture for whatever reason prior to 48 hours before the match. This will stop you from forfeiting the match and should ensure that the match can be rearranged for another time.

**Team Atmosphere** - The best IMS teams have a welcoming atmosphere and culture. This means that all players new and old feel comfortable, which leads to success both on and off the pitch. As a Captain you can establish a welcoming atmosphere at your club by ensuring all players are welcomed at all team events such as matches, training and socials by communicating what is happening (through channels such as Facebook groups etc) and making sure players are welcomed in and engaged when they do arrive. Building relationships with players outside of matches by having socials (that accommodate for all – not just night outs) and training (even just an informal “pick up” game). Finally, following the Spirit of IMS will ensure that you are in keeping with much of what players look for when playing IM Sport, and being your team’s Captain and therefore foremost role model you are the leader whose actions your players will replicate. Make sure to hold all players in your team to the same standard you hold yourself to!

**Training** - Setting time aside to train can be a challenge initially, but even organising informal games amongst your team on the Meadows or booking court time at Pleasance, Peffermill or other places is great for preparing your team for matches and also building relationships between players. It can also be excellent for ensuring you have numbers throughout the year as you keep players engaged and committed.

### **Coaching and Volunteering Academy (CVA) –**

As a member of the Sports Union, you are welcome to attend all CVA events which have in past included opportunities for personal development, concussion awareness courses and many other valuable sessions! You can find more information [here](#).

**Beyond matches**– Teams in the past have had great success running charity events, going on tour (to locations such as Malta) and working with the SU and their schools on projects such as Mental Health and Wellbeing weeks. The only limit to the great activities, projects, and endeavours you can do is your imagination! These sorts of actions build culture within your team and can deliver great value to many people, both within and out with your club.

**Kit-** Teams are encouraged to have matching kit, or at the very least play in the same colour tops. Teams that have proper kits often have a great sense of commitment and connection to the club. Any teams looking to purchase kit should contact the VP (IMS) for contact details for PlayerLayer (the Sports Union kit supplier) to get a quote. Though not required being a part of IMS, where you are welcome to choose your supplier, at the SU we believe PlayerLayer deliver high quality at reasonable prices.

**Recruitment-** The best teams often have some of the bigger squads within their league. This means they can have plenty of players each week and have a greater, bigger club feel. Some potential recruitment methods include linking up with a school (see optional step in Starting a new team), coming along to “Give it a Go” events where new players interested in joining a team will be present, or other methods such as using social media to outreach to new potential players. Officers should also have a list of players who are keen to join your sport so you can contact them if you are looking for players at any stage. Please note, at present individual IMS teams cannot advertise at the Sport Fair.

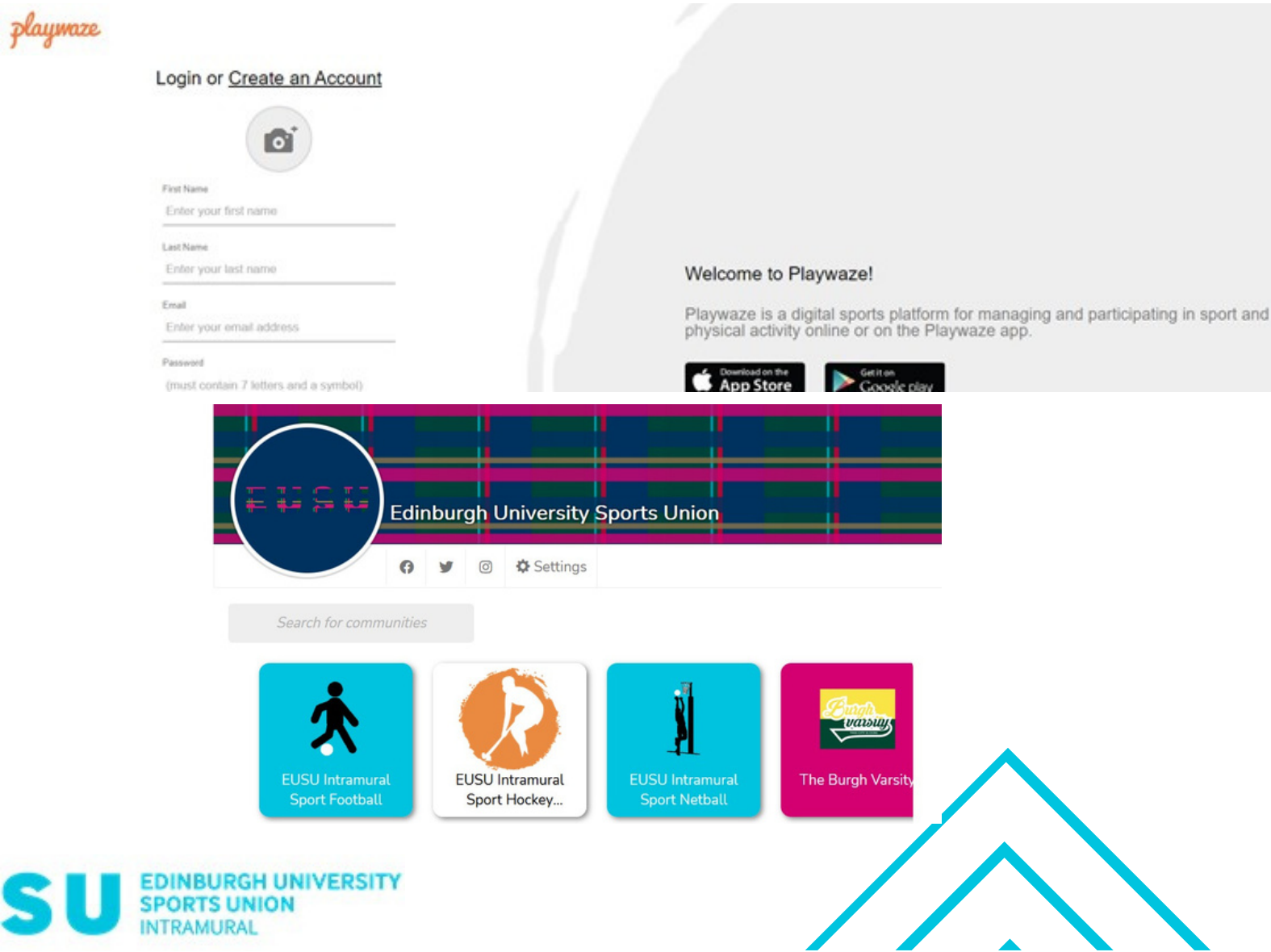
**Team setups-** The best IMS teams do not rely solely on their captain to manage everything. They have players take on responsibilities such as social secretaries (organising team socials), kit managers (ensuring team kit is looked after and sourcing new pieces) and vice captains (who you can share responsibilities with). Not only does this let your team members give something back to the club, it also means you can have better delivered parts of your team as it is not just one person trying to deliver it all. Plus, it lets you manage your own workload, so you do not get overwhelmed. You can go and achieve much during your time in IMS, if you have any questions about doing something the IMS committee are always delighted to be able to offer you advice!



# PLAYWAZE

Playwaze is the fixture system used by IM Sport. It will let you know when and where your fixtures are and is also where you input your results after games. Playwaze is available online and as an app for fixtures we use the new 'EUSU' app which has the same functionality and is available for apple and android phones. Please find below a guide of how to navigate the online system (note- very similar process for mobile systems):

**1. Go to <https://playwaze.com/> and register as a new member (if using for first time)**

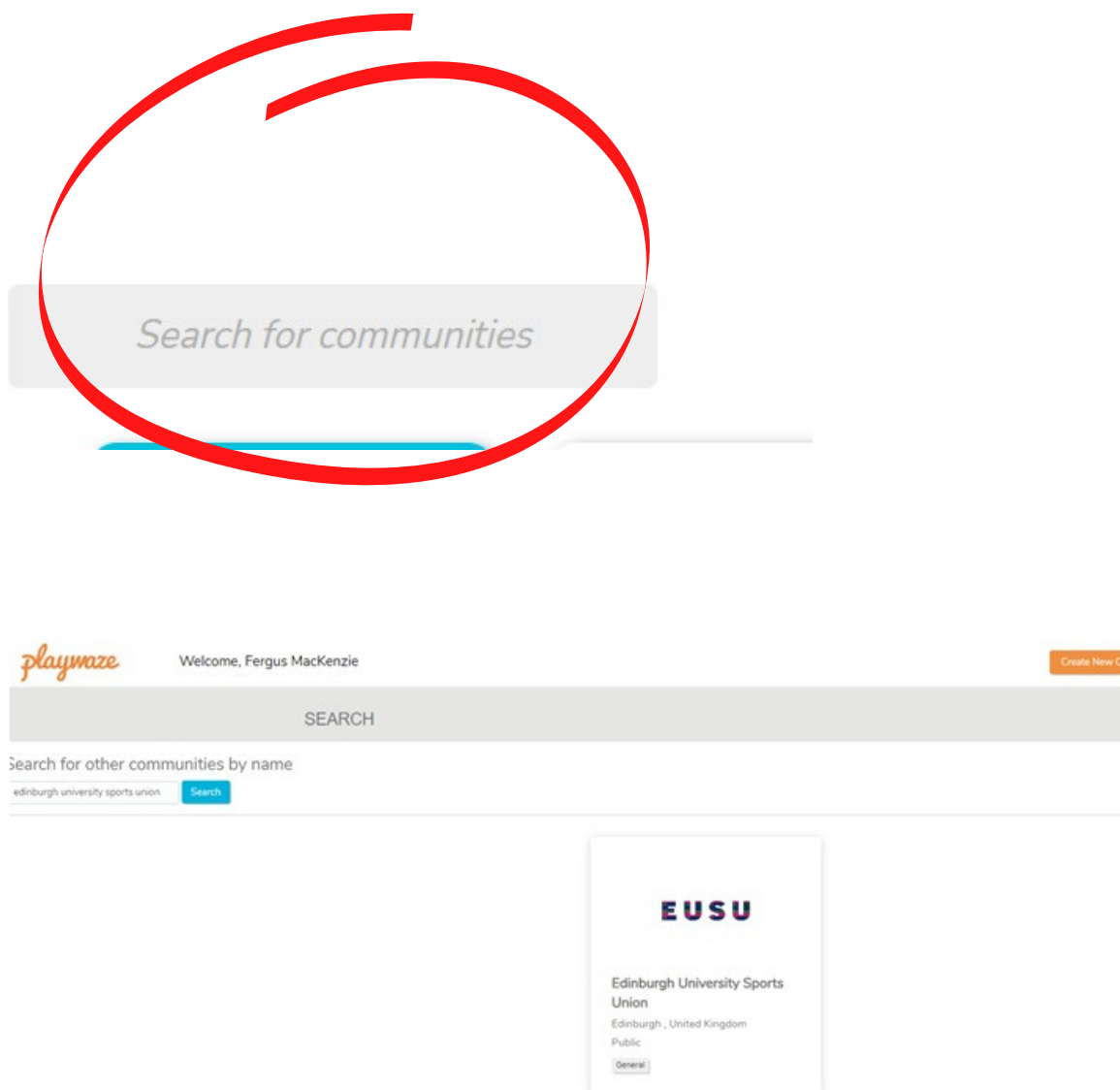


The image shows a screenshot of the Playwaze website. At the top left is the 'playwaze' logo. Below it is a 'Login or Create an Account' section with a camera icon for profile picture, and input fields for 'First Name', 'Last Name', 'Email', and 'Password'. To the right, a 'Welcome to Playwaze!' message states: 'Playwaze is a digital sports platform for managing and participating in sport and physical activity online or on the Playwaze app.' Below this are 'Download on the App Store' and 'Get it on Google play' buttons.

The main content area features a user profile for 'Edinburgh University Sports Union' with a circular profile picture and social media icons for Facebook, Twitter, and Instagram, along with a 'Settings' gear icon. Below the profile is a 'Search for communities' search bar. At the bottom, there are four community tiles: 'EUSU Intramural Sport Football' (blue), 'EUSU Intramural Sport Hockey...' (orange), 'EUSU Intramural Sport Netball' (teal), and 'The Burgh Varsity' (pink). The bottom left corner features the 'SU EDINBURGH UNIVERSITY SPORTS UNION INTRAMURAL' logo, and the bottom right corner has a large blue arrow graphic pointing upwards.

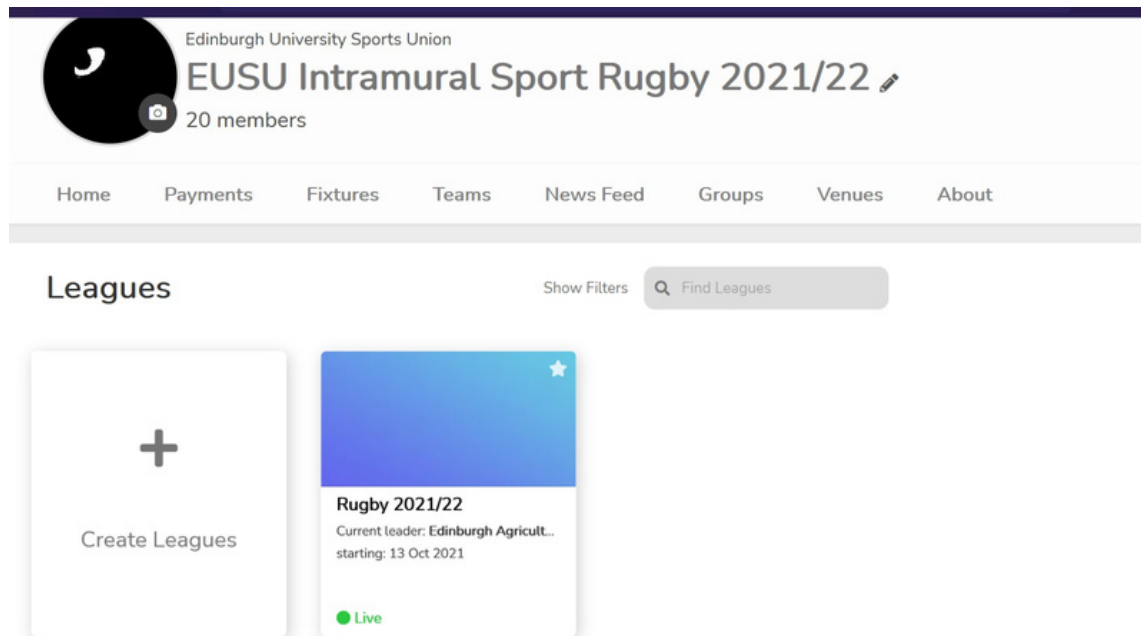
**2. After registering, please email Polly ([polly.pearse@ed.ac.uk](mailto:polly.pearse@ed.ac.uk)) to get set as your team's captain. This is necessary to allow you to submit your results.**

**3. Now you are looking to join the “Edinburgh University Sports Union” community. You can achieve this by using the ‘search for communities’ search bar found on the 1st page after you log in.**

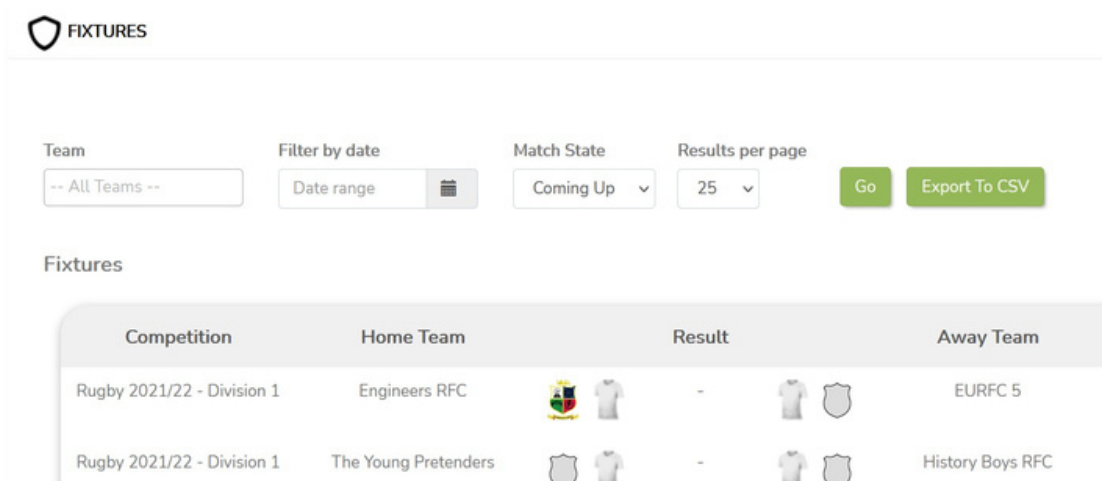




4. You should then join this community and then join the appropriate sport (rugby in the example shown).



5. In your Sport's community, you can find fixtures (both for upcoming as well as previous results), league tables and other teams. From the teams' tab you should be able to find contact details for other captains – if they have updated their profiles!



**6. Fixtures can be found by clicking on the fixtures tab in the above image and will represent something like the image below. From here, you can search by team, date, or division to find your fixtures (either past results or coming up).**

**The fixture seen (Engineers RFC vs Rugby 5s) tells the location of the game as well as the KO time down the middle of the page. Please make sure you check as this can change during the week during certain circumstances, however effort is put in to ensure that this is limited as much as possible.**

The screenshot shows a web interface for managing fixtures. At the top, it says 'SEASON 1 OF RUGBY 2020/21'. Below this are tabs for 'Table', 'Fixtures', and 'Results', with 'Fixtures' selected. A 'Rugby 2020/21' header is present. There are several filter options: 'Team' (dropdown), 'Filter by date' (Date range), 'Division' (All Divisions), 'Match State' (Coming Up), and 'Results per page' (10). There are 'Go' and 'Export To CSV' buttons. Below the filters, there are 'List View / Table View' options. The main content area shows a fixture form with two team logos on either side, each labeled 'YOUR TEAM LOGO'. The left logo is for 'The Law Blacks' and the right is for 'EURFC'. The form fields are: Home (EURFC), Date (07/08/2020), Time (14:00), Venue (Sport & Exercise Perfermil, 3G 1), Address (Sport & Exercise Perfermil, 3G 1), and Notes (42 Perfermil Road, EH16 5LL). There are 'Details', 'Save Details', and 'Result' buttons at the bottom.

**7. After a match is complete you have 24 hours to input the result into Playwaze. You can do so by clicking the results button seen in the above image which should take you through to filling out the result. In the Rugby example, the image below shows how you go about putting information in – which includes details such as tries. Please make to click the save button to ensure the result is submitted.**

The screenshot shows a form for entering match results. At the top, there are four fields: 'Date' (13/10/2021), 'Time' (14:00), 'Home' (Engineers RFC), and 'Venue' (Sport & Exercise Pef). Below these is a large grey box containing a dropdown menu labeled '- Select Result -'. Underneath, there are two columns representing teams: 'Engineers RFC' and 'EURFC 5'. Each team has a placeholder image of a white t-shirt. Below each team name is a dropdown menu for selecting the number of tries, currently showing a '-' sign. In the center, between the two team columns, is a 'Points' label with a dropdown menu for selecting the score, also showing a '-' sign.

**8. You can customise your team's information on Playwaze. Get in touch with Polly to ensure you have the correct permissions to do this.**

Please note: if you have any questions please get in touch with one of the members of the IMS Committee!

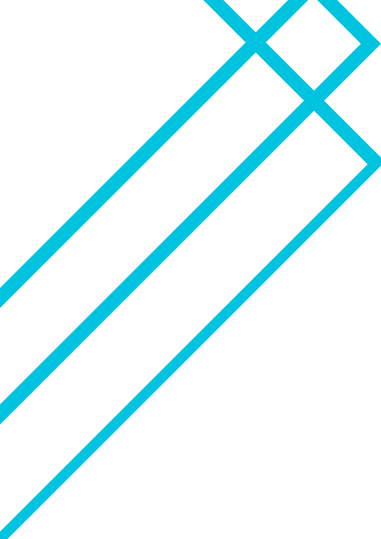
# SUMMARY

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!

## Key points –

- Please keep an eye on your emails and Playwaze – these are the two main lines of communication.
- Number of Players/minimum squad size:

<b>Basketball</b>	8
<b>Football 5s</b>	7
<b>Football</b>	14
<b>Hockey</b>	14
<b>Netball</b>	8
<b>Rugby</b>	18
<b>Squash</b>	5



Memberships can be bought on the EUSU website and all players require them. All players must secure their IMS memberships before the 2nd week of matches.

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 48 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 / or 1-point deduction

2 matches = final warning and 3-point deduction

3 matches = expulsion from the league (no refunds available).

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

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



# FAQs

## Communication?

The IMS Committee will mainly communicate with captains and players via email or through Playwaze, so when registering your team please make sure you provide an accurate and up-to-date University email address. A messaging system is available through Playwaze to allow captains to contact their team members.

## Clothing, Footwear and Kit

For safety reasons, no jewellery or inappropriate clothing can be worn when playing. Players must also wear appropriate footwear for the playing surface. It is expected that teams coordinate strips on matchday so that within teams, players are wearing the same colour clothing, 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 [Rebecca Powditch](#).

## 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.

## **Changing Facilities?**

Changing facilities are available to use at all Sport and Exercise venues. Given the COVID-19 pandemic, these facilities are currently closed.

## **Match Locations?**

Matches will take place in Sport & Exercise facilities, BT Murrayfield, and various Edinburgh Leisure facilities.

## **Match Day Information?**

Squads should be submitted via Playwaze prior to your match starting. 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.

## **Start of Play?**

The two captains toss a coin for choice of end and the other team will start the game. Referees will start matches at specified times, even if both teams are not ready.

## **Training?**

Intramural teams can decide whether or not they wish to train during the year. In previous years, teams have used the Meadows or Sport and Exercise facilities for training. Please note, training equipment will not be provided.



## **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. Throughout the league games and in the knockout rounds there will be no extra time. During the knock-out stages, if the score is level at full-time, a penalty shoot-out will take place as per each sports' rules.

## **Late Kick-Off?**


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.

## **Replacement Teams?**

Teams can be replaced at any time within the season. If a team needs to be replaced, the first team on the waiting list will be offered a place in the league and the replacement team will inherit the points and league position of their predecessors.

## **Cancelling Matches in Advance?**

If for any reason, a team cannot fulfil a fixture, please let us know ASAP so we can inform the opposition. If a team cancels a match, a walkover will be awarded to the opponents and the team who cancels the match will also be deducted 3-points.



If you give more than 48 hours cancellation notice, you will not be deducted 3-points.

**To cancel a match, please contact your IMS Officer and either the VPIMS or IMS Coordinator.**

### **Rearranged Fixtures?**

All fixture rearrangements will be at the discretion of the Sports Coordinator.


### **Pitch Condition?**

The Sport & Exercise staff members make routine facility checks. 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 immediately inform the member of staff on duty of your concerns.

### **Reporting of Results?**

At the end of the match, both team captains must ensure the referee has the correct score.

Results should be imputed into Playwaze within 24 hours of your match finishing. This is essential to ensure that league tables are as accurate as possible.



## **League Tables?**

Points will be awarded as below unless stated in the league specific rules:

3 points for a win

1 point for a draw

0 point for a loss

-3 points for no show/cancellations

Up-to-date scores and league tables will be available on Playwaze. League position will be decided by points gained. If one or more teams are equal on points, goal difference will determine league position. In the event of goal difference being equal then the team scoring the most goals/tries/baskets shall take precedence.

## **End of Season?**

Following any playoffs, the winning teams will receive medals and a trophy. There will be prizes for the top scorer in each sport and top goalkeeper in football where scorers are added to the Playwaze system.



## **Officials?**

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.

## **Officials 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.