



INTRAMURAL SPORT- CAPTAINS' KEY INFORMATION

This brief summary document should contain all the essential information needed to guide you as an IMS Captain. For any additional information, please visit our Intramural Sport Captain's Handbook.

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

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Intramural Sport Coordinator (IMC)



Angus Forbes

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Sports Coordinator: Competitions and Intramural



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IMS Officers



Basketball

Jaime Garcia Fernandez

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Netball

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Hockey

Sarah McTaggart

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Squash

Louise Hubter

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Rugby (15's and Touch)

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Media

Flora Roberts

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Football (M)

Bo Gunnarsson

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Football (W)

Molly Orr-Love/Graciela Diaz-Thorpe

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Football 5's

Vacant Post: Contact eusu.vpim@ed.ac.uk for details
eusu.imfives@ed.ac.uk

Volleyball and Table Tennis

New this year are our Table Tennis and Volleyball programmes. Interested people should like the Facebook page for the respective sport in order to keep up to date with any new information regarding taster sessions or possible league fixtures. Anyone interested in being an IMS Officer for either sport should contact eusu.vpim@ed.ac.uk for further details.

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:

Basketball	8
Football 5s	7
Football	14
Hockey	14
Netball	8
Rugby	18
Squash	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.
- 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.





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)**



FAQs



Communication? The IMS Committee will mainly communicate with captains and players via email, teams or through Playwaze, please make sure you provide an accurate and up-to-date University email address.

Clothing, Footwear and Kit? Players must 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.

Changing Facilities? Changing facilities are available to use at all Sport and Exercise venues.

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. Playing equipment should be provided by the teams.

Start of Play? Referees will start matches at specified times, even if both teams do not have a full team on the pitch.

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.

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.

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.

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.

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.

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.