



UNC

CAMPUS RECREATION

**TEAM CAPTAINS/
PARTICIPANT
MANUAL**

2025-2025

**SCHEDULES AVAILABLE ON:
Fusion Play**

2024-2025 INTRAMURAL SPORTS PARTICIPANTS MANUAL
TABLE OF CONTENTS

Leadership Team	3
1. Campus Recreation Services Mission	4
2. Program Structure	4
3. Eligibility	4
4. Registration	5
5. Captains' Responsibilities	6
6. Forfeits	8
7. Protests	9
8. Equipment	10
9. Jewelry	10
10. Cancellations/Inclement Weather	10
11. Sportsmanship/Team Conduct	11
12. Playoffs	12
13. Program Contact Information	13
14. Assumption of Risk	13
15. Concussion Procedure	14

Please reference Intramural Sports flyers or the website for more detailed registration information.

2024-2025 Recreational Sports Leadership Staff

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1. CAMPUS RECREATION MISSION

Mission:

-The mission of Campus Recreation is to enrich students' academic experience through comprehensive and diverse programs and services that promote healthy, active lifestyles. We create an inclusive environment that provides integrated learning opportunities for the UNC community.

-Through deliberate programming, Campus Recreation inherently creates a practical lab where students are challenged to develop character and understand the implication of their actions. Students have the potential to lead and influence others and contribute to the outcomes of their diverse recreational experiences. Students working within the department are guided in their growth and understanding of personal accountability, respect for others, critical thinking, communication and problem-solving, allowing them to leave the university equipped as leaders.

2. PROGRAM STRUCTURE

- a. **GENERAL:** The Intramural Sports Program offers team sports and tournaments to University of Northern Colorado students, faculty, and staff. All activities are played on the UNC campus and take place within the university's operational calendar.
- b. **LEAGUE SPORTS:** Flag football, indoor soccer, softball, volleyball and the 5-on-5 basketball mini-league during the fall semester. Basketball, outdoor soccer, dodgeball, volleyball and archery tag mini-league are offered during the spring semester. Teams play a 3-5 week regular season, and are then seeded into a playoff (see policy 12 for playoff specifics).
- c. **TOURNAMENTS:** Several tournaments are offered each semester. Some examples that occur this year or have occurred in previous years include: battleship, inner-tube water polo, 3v3 volleyball, racquetball singles & doubles, kickball, archery, 4v4 volleyball, pickleball, wheelchair basketball. Tournaments are single day or weekend events. Specific structure for each tournament varies depending on the number of participants/teams registered, facility limitations, and time of year. Visit the website for tournament updates and information.

3. ELIGIBILITY

- a. **GENERAL:** All students currently enrolled in three or more credits at UNC and all faculty and staff currently employed by UNC are eligible to participate in all activities. Participants may only play on **one single gender** and **one co-rec team** during the same sport. NOTE: students are also eligible for **one greek team** (given the participants are eligible through Greek Life).
- b. **ALUMNI:** Alumni may participate in all team sports or tournaments as long as they are members of the UNC Rec Center.
- c. **VARSITY ATHLETES:** Current members of varsity intercollegiate teams at UNC are not eligible to compete in corresponding activities. Areas are as follows:

Varsity
Basketball

Intramural
Basketball

Football
Soccer
Softball, Baseball
Volleyball
Tennis

Flag Football
Soccer, Indoor Soccer
Softball
Volleyball
Tennis

- d. PAST VARSITY ATHLETES: Any member of a varsity athletic team whose eligibility ends or discontinues participation for any reason may not participate in the corresponding intramural sport until the following academic year.
- e. CLUB SPORT ATHLETES: UNC Sport Club members may play intramural sports. However, no more than three (3) club athletes are allowed on the same intramural team (for their corresponding sport) in which more than four players are on the playing surface (i.e. 3 club soccer players can be on an intramural soccer roster which is 7 vs 7). No more than one (1) club athlete is allowed on an intramural team for a corresponding sport in which four or fewer players on the playing surface.
- f. VARSITY TEAM DEFINITION: A varsity team is defined as a group that represents UNC in NCAA competition and/or a group of participants holding varsity status. This includes red shirts and athletes who have made the team but retired themselves during the season. This does not include individuals who have tried out unsuccessfully.
- g. PROFESSIONAL ATHLETES: Any individual who has received professional playing status may not compete in the corresponding sport for a period of two years after the completion of their last professional season.
- h. ROSTERS: To appear on a team roster, an individual must create an online account and legally sign in at a game site during the regular season. A team may add eligible players during the regular season only. Additions may not be made to rosters after brackets are posted. Individuals on a team roster must sign in for at least one (1) regular season game to be eligible for playoffs.
- i. PLAYER RESTRICTIONS: Once an individual is officially added to a team they may not be moved to another roster. The individual is also restricted from playing on two teams in the same sport season. *Exception: an individual may compete on one men's or women's team and one co-recreational team in the same sport. Also, a participant may compete on one Greek team (if eligible through Greek Life), one men's or women's team, and one co-rec team. If there are conflicts between participants who wish to remove themselves from a team roster and team captains, these situations will be handled on a case-by-case basis by the Assistant Director of Recreational Sports.*
- j. PENALTY FOR ELIGIBILITY INFRACTIONS: A team shall forfeit any contest in which it is discovered that an illegal player participated. Participation is defined as the individual legally signing in at the game site.

****NOTE EACH ELIGIBILITY SITUATION WILL BE HANDLED ON A CASE-TO-CASE BASIS****

4. REGISTRATION

- a. **TEAM REGISTRATION:** To register a team in an Intramural sport we strongly encourage participants to build teams with their friends, colleagues, or fellow students. After doing this, there will then be set dates of registration for participants to go to the online site, create accounts (if new) and create teams. A table will be set up by the Campus Recreation Center front desk for those who are unfamiliar with the online registration process and would like some assistance. The tables will be set up from 12:00-8:00PM Tuesday-Friday of the registration week. Payments must be made at the time of registration and we accept cash, checks, or credit/debit cards. We also offer for you to put the payment on your student bill. The forms for this payment choice will be available at the registration table.
- b. **FREE AGENTS:** Free agents are individuals wishing to participate in an intramural team sport, but who do not have a team. There is a Free Agent process where participants who wish to find a team can sign up as free agents. Some team captains will choose to keep their teams open, and some will choose to keep their teams private so people can only join via invitation. Free Agents can reach out to team captains for permission to join their teams. For free agents who can't find a team to join online, we will compile a list of all interested free agents and will then form teams based on the list. We try to make a free agent team for each division (Men's, Women's, and Co-Rec) all depending upon the amount of free agents remaining after team captains have locked their teams. Also, free agent meetings are held for certain sports as an opportunity to form a team face to face.
- c. **DEADLINES:** Deadlines for team sports and tournaments will be posted in the Intramural Sports calendar, Campus Recreation web site, various campus calendars, and literature throughout Residence Halls, the University Center, and various academic halls on campus. Registration ends at 12:00pm on the date of the registration deadline.
- d. **NECESSARY INFORMATION:** When registering a team, the captain must have his/her personal information (name, phone number, email address, and BEAR ID number), and a team name (which is subject to change, at the Assistant Director's discretion).
- e. **LEAGUE Types:** An A league is a highly competitive league that should only be joined by teams with a high skill level and seeking out the best competition. Players competing in A leagues may not compete on other teams in that division. *Example: if a participant competes in a Men's A basketball league, he may not participate in a Men's B basketball league, but may participate in a co-rec basketball league.* B leagues are for participants who are looking to enjoy intramurals in a more relaxed manner.

Coed leagues have specific gender restrictions for how teams take the field/court. At any given time there should not be more than a differential of 1 (in terms of gender).

Ex: Basketball : must have 3 females and 2 males or 3 males and 2 females.

Open leagues have no gender restrictions.

5. CAPTAINS' RESPONSIBILITIES

- a. **GENERAL:** The team captain is the link between the Intramural Sports Office and the participants. Team captains are responsible for making sure that all members of their teams are aware of all Intramural Sports policies and rules. Captains are responsible for

their teams' sportsmanship, and in some cases may be held accountable for the actions of individuals on their teams.

- b. CAPTAINS MEETING: Refer to the Intramural Sports calendar and printed literature for each specific sport for Captains Meeting dates, times, and location. The purpose of these meetings is a time to set standards for the leagues and answer any questions that participants may have. It is mandatory that the team captain or team representative attend this pre-season meeting, where policies, rules, and league schedules are distributed and discussed. If the team fails to attend the meeting, they are subject to being dropped from the league and replaced by a team on the waiting list. If no team is available to replace a team that misses the Captains Meeting, that team will remain in the league, but **WILL BE REQUIRED TO HAVE A 2 SPORTSMANSHIP RATING TO BE ELIGIBLE FOR THE PLAYOFFS.**
- c. IDENTIFICATION: Each participant is required to bring a valid University of Northern Colorado identification card or have the UNCO Rec app to check in at every activity area. **No other form of identification will be accepted.** Failure to do so will result in the participant being ineligible for that game. **NO I.D.= NO PLAY.** The purpose of this rule is to verify participants and ensure that non – UNC individuals are not taking advantage of resources that those associated with UNC contribute to.
Note: This process will take place for every contest, even those outside of the UNC Rec Center. Individuals who have lost their UNC I.D. may come into the CRC Intramurals Office with a state or military issued photo I.D. to prove their identity and enrollment in place of a student I.D. by having the Intramural Assistant Director sign off on our lost ID form. This can only be used once per semester by a participant. Failure to contact the Intramurals office prior to the contest about a lost UNC I.D. will result in the individual not being allowed to play in the contest. The Intramural Assistant Director must put corresponding paperwork on the team's score sheet prior to the contest, or the individual will not be allowed to play in the contest.
- d. ROSTERS: To be eligible to play in the playoffs each member on a team's roster must have participated in at least one (1) regular season game. Rosters are "frozen" after a team's last regular season game. Additions must be made before the last game in order for player(s) to be eligible. The Intramural Sports Program may make exceptions on a sport-by-sport or case-by-case basis.
- e. Any team interested in changing a scheduled game must contact the Intramural Assistant Director by phone or by email **two days prior to the contest.** If there is time and space for the game to be rescheduled, the staff may require you contact the opposing team captain to see if the time change works for their team. The change then must also be approved by the Intramural office. Facility space & time slots are limited; therefore, all change requests may not be granted. Final decisions on game changes lie with the Intramural Staff. It is our goal to reschedule games when requested, but participants must understand that there are many moving parts in that process and early notification for reschedule requests is crucial.
- f. ELIGIBLE PLAYERS: It is the responsibility of the captain to make sure that the players on his/her team are eligible. All games in which an illegal player participates will be forfeited.

- g. **SIGNING THE SCORE SHEET:** The team captain is responsible for signing a score sheet at the end of the game. This verifies that the score was kept correctly, and that the sportsmanship grade given was correct.
- h. **POLICIES & RULES KNOWLEDGE:** It is the responsibility of the captain to attend the Captains Meeting to receive a copy of the policies and rules. It is also the responsibility of the captain to make sure that his/her team is made aware of and understands the policies and rules. Rules and policies can be downloaded from the Campus Recreation web site.
- i. **CONTACT TEAM MEMBERS:** Inform your team of scheduled regular and post season contests, have them on time and ready to play. It is recommended that teams arrive at least 15 minutes prior to their scheduled contest to ensure all team members are present and checked in at game time. Relay any information that comes from the Intramural office to your team members.

6. FORFEITS/DEFAULTS

- a. **GAME TIME IS FORFEIT TIME! NO EXCEPTIONS:** Any team failing to report to the activity site by the scheduled starting time shall forfeit the contest to their opponent and receive a two (2) in sportsmanship, unless prior arrangements are made with the Assistant Director. If both teams fail to report, each team will be given a sportsmanship rating of two (2) and it will be recorded as a **double forfeit. If one team is present they may give the opposing team up to ten minutes to get their team to the field. During those ten minutes the game clock will run.** Please have your team present, UNC I.D.s submitted and ready to play by game time. This includes having the required number of participants at the site, completing the score sheet and having jerseys and/or equipment checked out as needed. Forfeited contests will not be rescheduled. It is recommended that teams arrive at least 15 minutes prior to their scheduled contest to ensure all team members are present and checked in at game time.
- b. **FORFEITS:** Any team forfeiting two or more games will be ineligible for the playoffs and will likely be removed from the league.
- c. **DEFAULTS:** Any team knowing that they will not be able to participate in a regular season or playoff contest may notify (via email) the Intramural Sports Office to default. Verbal notification must be made to the Intramural Sports Office by 4:00 p.m. the day of the game to be considered a legally defaulted contest. If the game occurs on a Saturday or Sunday, said notification must be made to the office by Friday at 4:00pm. A team that legally defaults a game will receive a loss in league standings, but not a forfeit. Teams will receive a sportsmanship rating of three (3) for a default.
- d. **DEFAULT/FORFEIT LIMIT:** Teams may default and/or forfeit a maximum total of two (2) times during the regular season. This limit means that a team can either default twice OR default and forfeit once each without being eliminated from the league. Once a team reaches this maximum limit, the next default or forfeit will eliminate them from the league. **NOTE:** Two forfeits will also result in elimination from the league. The winning

team because of a forfeit/default will receive a four (4) in sportsmanship and all the team's participants will be checked in for that contest on the scoresheet.

- e. OFFICIAL SCORE: The official score of a forfeited game is 1-0. *Exception: the official score of a forfeited basketball game is 2-0 and a forfeited flag football game is 6-0.*
- f. MINIMUM PLAYERS: Each sport's rules contain a minimum number of players required to start a game. If the opponent forfeits, the opposing team is still required to have at least the minimum number of players to avoid a double forfeit.
- g. ILLEGAL PLAYERS: If a team uses an illegal player in the regular season, all games or contests in which that player participated will be declared forfeits and wins will be given to their opponent(s). If this occurs during the playoffs or tournament play, the team will be disqualified from the tournament, and the opponent will advance in the bracket.

7. PROTESTS

- a. ELIGIBILITY: Protests based on the eligibility of an opponent must be completed within 24 hours of the completion of the game in which the opponent's eligibility is in question. Forms can be acquired from the Intramural Sports Supervisor on-site or from the Intramural Sports Office.
- b. RULE INTERPRETATION: Questions pertaining to the interpretation of rules by officials must be resolved on the field/court at the time the interpretation occurs, prior to the next live ball, and by the Intramural Sports Supervisor.

The procedure shall be:

- If a team/participant feels an official has made an incorrect interpretation of a rule, the team captain shall calmly request a time out and inform an official that he/she wishes to have a ruling on the interpretation by the Intramural Sports Supervisor.
 - If corrections are necessary, the Intramural Sports Supervisor shall make them immediately and the team/participant shall not be charged with a time out. However, if the interpretation was correct, the protesting team/participant will be charged with a time out; if the team does not have any remaining time outs, the appropriate delay penalty (sport specific) will be enforced (ex. Basketball, team will receive a technical foul).
 - If the participant still does not agree with the decision, a protest form can be obtained from the Intramural Sports Supervisor. The Supervisor will inform both teams that the remainder of the game is being played under protest. The form must be turned into the Intramural Sports Office within 24 hours of the completion of the game.
- c. OFFICIALS' JUDGMENT: No protest will be accepted which involves the judgment of a game official.
 - d. FINAL AUTHORITY: The Assistant Director will make all final decisions on written protests.

8. EQUIPMENT

- a. GAME EQUIPMENT: Intramural Sports game balls can be checked out prior to the game but must be returned by the end of the contest. To check a piece of equipment out, participants must leave a form of identification with the Intramural Supervisor (i.d. will be given back when equipment is returned). Failure to return game balls will result in a fine toward the team that checked out the ball.
- b. JERSEYS: For some sports, contrasting color jerseys and/or jerseys with numbers are required. Jerseys may be checked out from the Intramural staff at the activity site.
- c. PROPER FOOTWEAR: Proper footwear must be worn for all sports. For outdoor sports, cleats may be worn, but they must be rubber, plastic, or plastic-tipped cleats (metal cleats are not permitted). For indoor sports, non-marking athletic shoes must be worn.

9. JEWELRY

- a. All exposed jewelry is illegal for all sports.
- b. Any player wearing jewelry will be asked to leave the game and not be permitted to return until the jewelry is removed. If the jewelry is unable to be removed, the individual may not participate.
- c. MEDICAL ALERT BRACELETS: Any medical alert bracelets will be permitted, but they must be taped to the body with the medical data visible.

10. CANCELLATIONS/INCLEMENT WEATHER

- a. Final decisions on weather cancellations will be announced by the Intramural leadership by 3pm of game day.
- b. REGULAR SEASON: Any scheduled regular season activity cancelled during the regular season **may or may not be rescheduled**, at the discretion of the Assistant Director.
- c. If there is a weather issue that forces games to be cancelled and we are within two weeks before the playoffs begin, UNC Intramural Sports holds the right to officially drop that game from the schedule for the sake of finishing the playoffs in due time before the semester ends. Most reschedules will take place on Sunday due to field/court availability. However, we will always attempt to reschedule games at ideal times for teams.
- d. PLAYOFFS: All cancelled playoff games will be rescheduled.
- e. CANCELLATIONS DURING AN ACTIVITY: If a regular season activity has begun and is postponed before it reaches the official game minimum, it may or may not be resumed, at the discretion of the Assistant Director. During the playoffs, the game will be resumed from the time that it was postponed.

- f. OFFICIAL GAME MINIMUM: The minimum that an activity must be played to be considered an official game during the regular season is one half of the allotted game time. For games that are timed, any game postponed past halftime will be recorded as an official game. For softball, one half of the game time is three innings. For volleyball, there is no official game minimum.

11. SPORTSMANSHIP/TEAM CONDUCT

- a. TEAM NAMES: The Assistant Director reserves the right to change names of teams deemed offensive, profane, and/or inappropriate.
- b. UNSPORTSMANLIKE CONDUCT: The definition of unsportsmanlike conduct includes, but is not limited to, arguments with staff or officials by any player, coach, manager, or spectator, flagrant fouling, physical or aggressive gestures (before, during, or after a contest), etc.
- c. EJECTED PARTICIPANT: Any ejected participant must leave the activity site immediately after speaking to the Intramural Sports Supervisor to discuss the reinstatement procedure. At this time, the player who was ejected will be ineligible to compete in any intramural activity until he/she has completed the reinstatement procedure.
- d. INCIDENT REPORTING: Reporting and disciplinary hearings will be required based on the severity of each incident reported to the Assistant Director of Intramural Sports. Depending on the nature of the incident and those engaged, the Dean of Students may take action.
- e. EJECTED PARTICIPANT REINSTATEMENT: Any ejected participant who is seeking reinstatement must schedule a conduct hearing with the Intramural Assistant Director. Depending on the severity of the incident and the frequency of the behavior the Assistant Director will decide on the length of the suspension. Some examples of conduct and the possible associated penalty can be found below:
 - Verbal abuse of other participants or Intramural staff could result in a 1-2 game suspension. This is dependent upon severity and previous incidents involving the participant.
 - An accumulation of multiple technical fouls (red cards or warnings) may result in a 1-2 game suspension. This is dependent upon severity and previous incidents involving the participant.
 - Racial slurs or inappropriate speech could result in a 1-4 game suspension (potentially suspension for a semester or semesters of intramural play). This is dependent upon severity and previous incidents involving the participant.
 - Physical contact towards other participants or Intramural staff could result in a 1-8 game suspension (potentially suspension for a semester or semesters of intramural play). This is dependent upon severity and previous incidents involving the participant.
- f. YELLOW AND RED CARDS: Game officials use a yellow and red card system to enforce sportsmanship-related issues during intramural contests. Yellow cards are formal warnings that are issued by an official to an individual player or coach. A red card is a player

ejection. A player does not necessarily have to receive a yellow card before receiving a red card if the offense is deemed severe enough to warrant an ejection (fighting or assaulting officials, staff, or opponents). Some sports, by rule, have specific enforcements for issuing yellow and red cards, as listed below:

- Basketball: technical fouls

- Flag Football: unsportsmanlike conduct penalties
- g. TEAM SPORTSMANSHIP RATINGS: Intramural staff and game officials will evaluate teams and assign a sportsmanship grade following each game. Ratings are given based on the following criteria:
- 3 – **Above Average:** High level of respect consistently shown to opponents, staff, officials. Conducts themselves in a calm respectful manner. All players cooperate fully with staff and officials and the captain controls his/her team.
 - 2 – **Average:** No incidents of poor conduct or one minor unsporting incident (ie: talking back to an official more than once during the game). Any team receiving one sportsmanship-related yellow card will receive a 2.
 - 1 – **Below Average:** frequent swearing, disrespect towards opponents, supervisors and officials. Consistent arguing with the officials' calls or a player is ejected. Any team receiving two sportsmanship-related yellow cards, or one red card will receive a 1.
 - 0 – **Unacceptable:** Sportsmanship and conduct: The team is completely uncooperative, resulting in several yellow and/or red cards to be issued. Any team receiving three sportsmanship-related cards and/or causing the game to end early will receive a 0.
- It is the Team Captains responsibility to view his/her team's Sportsmanship Rating after each contest. If a Team Captain disagrees with the assigned Sportsmanship Rating, they need to contact the Intramural Assistant Director before their team's next scheduled game.
- h. FORFEITS: Any team receiving a win by forfeit or default will receive a 3-sportsmanship grade for that game. Any team receiving a loss by forfeit or default will receive no sportsmanship grade, and their season sportsmanship average will be determined by the remaining games.

12. PLAYOFFS

- a. SPORTSMANSHIP AVERAGE: To be eligible for the playoffs, a team must have a 2.0 sportsmanship average if they attended the Captains Meeting. If they did not attend the Captains Meeting, a team must have a 2.25 sportsmanship average to make the playoffs.
- b. FORFEITS: Any team forfeiting two or more games will be ineligible for the playoffs.
- c. BRACKETS: Playoff brackets will be posted on the Intramural Sports web site: <https://www.unco.edu/campus-recreation/intramural-sports/>.

13. PROGRAM CONTACT INFORMATION

Intramural Sports Office Phone Number..... 970-351-4252
Campus Recreation Phone Number 970-351-2062
Intramural Sports Email Contact..... malik.osborne@unco.edu

14. ASSUMPTION OF RISK

- a. RISK STATEMENT: Participation in Intramural Sports includes a risk of injury. The Intramural Sports Program assumes no responsibility for injuries; however, basic first aid will be available.
- b. The University of Northern Colorado Campus Recreation strives to conduct all activities in the most prudent manner possible. However, due to the inherent risk of accident or injury in any activity, it is the responsibility of each participant to be aware that there are assumed risks involved in participation. The Intramural Staff and the division of Campus Recreation assume no responsibility for injuries received during Intramural Activities. Participants are reminded that their participation is entirely voluntary.
- c. It is strongly recommended that participants have satisfactory health status for the activities they participate in. Each participant's personal accident/health insurance coverage will be responsible to cover any injuries that occur to that individual during Intramural events.
- d. Every program is designed to minimize the possibility of personal injury to the participants. All rules and policies have been carefully designed to fit the participants and the environment in which the activity is conducted. In addition, facilities are prepared to provide the highest level of safety possible.
- e. To ensure the safety of the individual, other participants, staff, and spectators, any participant who is believed to be under the influence of alcoholic beverages or drugs will not be permitted to participate or remain on university property. Teams or spectators consuming alcohol and/or drugs or who have consumed alcohol and/or drugs before a contest will risk forfeiture of the game, being expelled from further play, and having further action taken against them through the appropriate university channels. Activity will cease without complete compliance.
- f. All equipment and/or facilities damaged or misplaced by participants are the responsibility of the team and/or individuals involved. The Intramural office may charge replacement costs to the violating parties.
- g. Because of safety concerns, participants must remove **all** jewelry prior to competing. This includes but is not limited to the following: earrings, nose rings, piercings, necklaces (including hemp), bracelets, rings, sunglasses, hats (stocking caps are ok), and bandanas with a knot. Glasses used for corrective purposes are allowed.
- h. All students are expected to follow the "Student Code of Conduct" at all times during Intramural participation.

Below are the procedures that UNC Campus Recreation uses for Concussion protocol.

Once an athlete has experienced any type of potential head injury or a significant blow that could have caused a concussion the following will occur:

1. Athlete is removed from all activity.
2. SCORE Card 1 is used to recognize Athlete's potential concussion symptoms.
3. A concussion education guide will be given to the student to review.
4. The athlete will be referred for evaluation by a medical provider at UNC Student Health Center: 1901 10th Ave. (Cassidy Hall) Phone: (970) 351-2412.
5. A Medical Provider will complete Medical Evaluation Form (SCORE Card 2).
6. Medical Provider will provide recommendation for Return to Classroom (SCORE Card 3) and Return to Play (SCORE Card 4).
7. Athlete must complete progressive steps of SCORE Card 4 before given clearance for full activity.