

UW-Whitewater Intramural Sports Captain Responsibilities

This policy, along with other rules, policies and procedures related to Intramural Sports program structure and facilitation can be found in the IM Sports Participant Handbook

Each team is required to appoint a team captain. Captains assume the role of intermediary between the Office of Recreation Sports & Facilities and their team. Any eligible team member may serve as the team captain. Captain responsibilities include, but may not be limited to:

- Serving as the point of contact for administrative staff (answering phone calls and emails – see NOTE A)
- Registering their team and confirming team availability to play at given days/times
- Paying for their team (if payment situations apply)
- Assembling the team roster and informing team members of the team's name
- Attending pre or post-season meetings (depending on activity – see NOTE B)
- Informing team members of schedules/upcoming events
- Knowing general participation and activity-specific rules/policies/procedures
- Ensuring roster eligibility and compliance of all team members (including waivers and quizzes, being properly equipped)
- Assisting staff members with enforcing proper contest check-in protocol and ID compliance
- Confirming roster and playing minimums are met in order to start a scheduled contest
- Addressing any/all items related to contest forfeits, including being responsible for paying applicable forfeit fines
- Representing their team at the pre-game captain meeting with applicable staff and opposing team captain
- Ensuring sportsmanship and team conduct policies are followed (see NOTE C)
- Rendering the official team decision to protest
- Rendering the official team decision regarding contest status (i.e. reschedule requests)
- Understanding post-season qualification requirements and bracket positioning procedures
- Signing the contest scoresheet following each contest played (see NOTE D)

NOTE A: In the event administrative staff attempts to communicate with a team captain and receives no response, the next person listed on a team's IMLeagues roster will be contacted.

NOTE B: For larger activities and/or activities that employ officials (i.e. referees), captain meetings may be required to go over season logistics, points of emphasis related to rules, the Rec Sports emergency action plan and points of emphasis related to treatment of staff/sportsmanship and team conduct expectations.

NOTE C: Captains are responsible for the conduct of all bench personnel, even if the captain is currently defined as an "active player" on the playing surface. In the event of an unfavorable situation, the team captain must ensure all bench personnel remain in their designated team bench area. Captains are also responsible for the conduct of all spectators representing their team.

NOTE D: When signing the scoresheet, the captain should look to confirm the contest's outcome, confirm the individuals who participated and confirm any sportsmanship-related concerns. If the captain does not agree to anything stated on the scoresheet, a protest should be filed with the on-site supervisor BEFORE signing the scoresheet. A signature acts as acceptance of what is stated on the scoresheet. In the event a captain does not sign a scoresheet, any other team representative who legally participated in the contest in question may sign the scoresheet in the captain's place. In the event the scoresheet is not signed by any team representative, Intramural Sports staff will act under the impression that the contest results are accepted as-stated on the scoresheet.

NOTE E: For some activities, equipment rental/check out may be necessary (i.e. warm up balls, team jerseys/pinnies, etc.). Team captains are not solely responsible for checking out equipment, as any rostered team member may address this. However, if there is any discrepancy with the rental/check-out, the team captain will likely be the first point of contact for the team in question.

NOTE F: If an identified captain cannot attend a contest or meeting, any other rostered team member may represent the team, permitted this is clearly communicated to applicable staff. If a team or administrative staff believes a captain is not fulfilling their obligations to the team and/or program, a new captain may be appointed at any time. If a team wishes to appoint a new captain, quorum vote may be required by administrative staff, depending on the situation. Administrative staff can remove captain status from any one at any time without any voting requirements. Captains are also welcome to appoint "co-captains" via a team's IMLeagues page.