

GRAND VALLEY STATE UNIVERSITY  
**RECREATION**

**SECTION 2: Captain's Responsibilities**

**Article 1: Team Captain**

Students, faculty and staff form their own teams and register prior to the registration deadline as indicated in the semester calendar. One team member must be designated as Captain. Please refer to Section 4 for information regarding registering an Intramural Sports Team.

**Article 2: Responsibilities**

The team captain is a key link between the participants (team members) and the Intramural Sports Staff, and is expected to assume the following responsibilities:

- Manage and complete team registration and payment, including any required quizzes or pregame meetings.
- Become familiar with all rules, policies & procedures, schedules and any additional information necessary.
- Check eligibility of all team members according to Intramural Sports Policies & Procedures.
- Continually encourage players to be at the game site 15 minutes prior to game time with a valid government-issued photo ID in order to warm up and sign in for the contest. Intramural Sports staff will have the official forfeit time.
- Familiarize team members and spectators with the Sportsmanship Policy. Educate them as to the ramifications of poor sportsmanship both for the individual and the team. This includes proper web etiquette on the IMLeagues.com website.
- Verify your team's roster, record, and sportsmanship rating and contact the Intramural Sports Office with any discrepancies by 4pm the day before playoff selection.
- Maintain communication with Intramural Sports Administration and staff throughout the season in regard to schedules, entries, playoffs, sportsmanship and constructive feedback.
- Respectfully speak with the staff in reference to any team related issue.