

## BGSU Intramural Sports Captain's Responsibilities Form

The following responsibilities list the expectations of team captains. Captains will be held accountable for all things listed below:

1. Generally, season schedules will be available the Friday before the season begins, after **3:00 p.m.** We require the captain either pick them up in the office personally, or secure the schedule from the web site (see "Regular Season Schedules" link on web site).
2. Playoff schedules will not be given out over the phone, but if you call, we will tell you if your team made the playoffs. Playoff schedules for each sport will generally be available at **3:00 p.m.** on the Friday of the last week of regular season either in the office or on the web site (see "Playoff Schedules and Results" link on web site).
3. You must also know your roster. If you use an ineligible player, the contest will be forfeited. Roster additions can be made the 2 two weeks of the season at the IM Office or the contest site. Players cannot be listed on more than one teams roster.
4. You are responsible to make sure your team is ready to play at the designated time. There is no "grace" period. Game time is forfeit time.
5. The captain must turn in the team's line-up for some sports, usually 10 minutes prior to the start of the contest. Rosters cannot be changed after the deadline listed on each sport flyer.
6. You are the spokesperson for the team to officials, IM Managers, and IM Supervisors. Remember, IM workers are also students. They will generally only honor requests from the captain. If you are respectful and courteous you can expect to also be treated that way.
7. The captain is expected to relay all appropriate information to the team, including league playing times, playoff game times, weather cancellations, rescheduled games, etc. Weather cancellations and other information can be found by calling the Intramural Hotline at 419-372-2650.
8. Be sure you and your team understand the rules of each sport in which you are participating, and the general rules covered in the Intramural Sports Handbook. Copies are available in the IM Office, on the web site and at the captain's meetings.
9. The Intramural Manager and the officials must be notified immediately at the time a discrepancy or rule interpretation occurs if they wish to protest a call. The only protests initiated and accepted after a game will be those regarding player eligibility. However, protests involving judgment of the officials will not be accepted. Here are the steps to take when protesting:
  - a. Immediately after incident, request stoppage in play to clarify problem with officials.
  - b. If no satisfaction, ask for Manager, who will try to resolve...
  - c. If still not satisfied, verbally announce protest to a Manager (make sure officials note the time, score, and circumstances).
  - d. At end of contest, complete written protest form and turn it in to the Manager **immediately following the contest**. This protest will be turned in to the Intramural Office by the Manager on the first day following the protested game. Protests will be ruled on by Intramural staff.
10. Playing captains (at the game site) may switch from game to game, so it is not necessary for the same person to be the "playing" captain throughout the season. The captain is responsible for your team's conduct. **Identify yourself to the officials before every contest**. If a player becomes involved in a physical or verbal altercation, only the captain is allowed to approach the situation, and must remove or quiet his/her own player only, as instructed by IM employees. Captains: No one else from your team, bench, or supporters may get involved, other than remaining clearly away from the action. If this action is conducted properly, it is likely only the individuals involved will be disciplined, based on the intramural participant disciplinary policy. Here are two types of improper conduct, with examples.

Non-disruptive Conduct: If other players/coaches/spectators from either team get involved improperly by trying to break up the situation, but officials didn't feel those actions created an unsafe or inflammatory scene, play may continue. However, those involved will be classified as having committed a Behavior Misconduct violation (see IM Participant Disciplinary Policy).

Ex. 1: In basketball, player A fouls player B hard, with an elbow to the head. Two substitute members of player A's team leave the sideline to enter the court and grab player A as he walks after a departing player B. No further action occurs on court. Result: Both subs receive "behavior misconduct" penalties, resulting in one game suspensions for them, but game continues.

Ex. 2: Same example, but player A's captain runs from mid-court, to grab player A, and no one else gets involved. Result: officials will rule on punishment for player B only, and game continues. No other sanctions are necessary.

Disruptive Conduct: If other players/coaches/spectators from either team get involved improperly, and officials deem their actions as unsafe or inflammatory, the game will be stopped immediately, resulting in further sanctions by the IM Office against individuals and/or the team.

Ex. 3: Same foul example as #1, but the player A substitutes grab player B, who starts swinging at the player A subs. Result: game is over, with team and individual sanctions to be determined.

Ex. 4: Same foul example, but on-court players from both teams rush onto the court and get in each other's faces, perhaps even making threats. Result: game is over, with team and individual sanctions to be determined.

11. Unsportsmanlike conduct (such as fighting or intentional striking) or verbal abuse (such as harassment or profane language) of an employee, participant, or spectator shall be cause for immediate suspension from the game, the team may forfeit, lose their forfeit fee, and be ineligible for playoffs. Additional individual and team sanctions are listed in the IM Handbook. Teams need to familiarize themselves with the Team Sportsmanship Rating System located in the IM Handbook as this will affect their eligibility for playoffs at the end of league play.
12. Alcoholic beverages and drugs are not permitted on or around the intramural playing areas. In addition, players and coaches may not chew or smoke tobacco products in any IM sports, and other facility restrictions may apply. Violators will be ejected. See the IM Handbook for additional information. The Managers or officials assigned to each game have the authority and responsibility to make decisions based on alcohol or drug use by the participants based on their actions, language and breath odor. Individuals and/or teams will be asked to leave the intramural playing area in any of these cases. A team may also forfeit their game for unsportsmanlike conduct by their spectators, including drinking and drug/use abuse.
13. Jewelry is not allowed in certain sports, so be sure to remind your players immediately before every game in order to avoid sport-specific penalties. Also, since many sports are played in Perry Field House, be aware that gum, candy, other food, and personal water bottles are not allowed beyond the lobby of the building.
14. The score sheet must be signed at the end of each contest. Your signature indicates completion of contest, and correct outcome as played, but does not nullify possibility of a properly filed protest. It is the captain's responsibility to make sure the score of the contest is correct throughout the game.
15. Captains have the opportunity to evaluate officials. Ask the sport Managers for procedures for evaluation.
16. Participation in the Intramural Program is voluntary. The university is not responsible for injuries incurred while participating in Intramural sports. ***All participants must sign an "Agreement to Participate Form" prior to playing.*** Each participant is advised to carry personal health and accident insurance. For reporting purposes, participants injured during play must have an appropriate report form completed and turned in to the IM Office within 48 hours of the injury.
17. Have a great season, and enjoy playing Intramurals!
18. **Acknowledgement-** The undersigned has read the above statement and understands the role and duty of being an Intramural Sports Team Captain here at Bowling Green State University and does so freely and voluntarily.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_