Captain’s Responsibilities

As an intramural team captain, you are responsible for a number of things in addition to registering your team online. Responsibilities do not end once your team has been registered. Team captains are asked to act as a liaison between players and the intramural staff.

This document is not a replacement for the Intramural Handbook. All captains are responsible for reviewing the Intramural handbook and sport specific rules with their teammates prior to competition.

- **Verify the Eligibility of Teammates:**
  - **DO NOT REGISTER YOUR TEAMMATES ONLINE!** All participants MUST create their own IMOnline account and register using their student information. Captains are *not permitted* to add players to their roster.
  - Participation is open to **CURRENT** George Mason University students (ft/pt) and faculty/staff. Anyone with an affiliate status or a part-time employee of the university may participate once they have completed an employment verification form. This form MUST be completed each semester.
    *Part-time employees of contractors such as Sodexo and Marriot are not permitted to participate in intramural activities.*
  - Alumni and family members are **NOT** permitted to participate in intramural activities.
  - **Club Sport Athlete Restrictions:**
    Only two club sport team members may represent any intramural team in the same or related sport. Only one club sport member and one former collegiate (varsity) team member shall be allowed on any intramural team in the same or related sport.
  - **Former NCAA Athletes Restrictions:**
    - Former NCAA athletes MUST sit out one full year from their last date of involvement with the team (includes practices and off-season workouts).
    - No more than one former varsity volleyball, soccer or basketball player may compete on any intramural volleyball, futsal or basketball team, respectively. Other than volleyball and basketball, no more than two former varsity players may compete on any intramural team in the same or related varsity sport in which the player competed (baseball/softball, football, soccer, etc.).
    - Current NCAA athletes are ineligible for participation in the same or related activities.
    - See the IM Handbook for full eligibility details. [http://recreation.gmu.edu/intramural-sports/rules](http://recreation.gmu.edu/intramural-sports/rules)

- **Adding Players:**
  Teams may add players to their roster until the final regular season game. Players will not be permitted to add to a team’s roster at the game site.
  - **Monday-Friday:** If you wish to add a player(s) to your team and your game is scheduled for Monday – Friday evening, you have until 4PM the day of the game to have the individual add themselves to your team roster via IMOnline.
- **Weekends**: If you wish to add a player(s) to your team and your game is scheduled on the weekend, the individual MUST be added to the team roster via IMOnline by **4PM** on the **Friday prior to the game**.

- **Update Rosters as Needed in Accordance With Intramural Policies**:
  - Once a player has played on a team, they may **NOT** switch teams.
  - If they wish to switch teams and have not played in a game, they MUST send an email with their current team name, reason for the switch and team they wish to be placed on.

- **Communicate Game Information to Your Teammates**:
  - Check the IMHotline at (703) 993-4681 for updated information regarding the weather. We will not make decisions before 5PM on M-F and 11am on weekends.
  - To avoid forfeits, communication is critical for team captains. Develop an email list-serve or utilize the ability to post/send comments to your team by logging in to your IMOnline account.

- **How to Avoid a Forfeit**:
  - Notify the intramural staff of cancellations a minimum of 24 hours in advance to avoid a $25.00 forfeit fee. Captain's **MUST EMAIL** imsports@gmu.edu a minimum of 24 hours in advance of the scheduled game time, or be held responsible for the assessed fees. If your game is scheduled on the weekend, you MUST notify the office via email to imsports@gmu.edu by 4PM on Friday to avoid a forfeit. We do not have office hours on the weekend. Forfeits which occur on the weekend will not be assigned to your account until Monday morning. Forfeit fees may only be paid Monday – Friday at the Equipment Checkout Desk located in the RAC. Outstanding account balances will be forwarded for collection by the university and holds will be placed on student accounts which are 30 days past due. At the time of registration, team captains must accept terms and conditions as part of registration.
  - **GAME TIME IS FORFEIT TIME!** Teams should arrive at least 15 minutes prior to their scheduled game time. Teams which do not meet the minimum required number of players shall forfeit the game and will be subject to a $25 forfeit fee. All fees will be assigned to the team captain's account. (see above on how to pay forfeit fees).

- **Act as a Liaison Between the Officials and Your Teammates**:
  - The only form of identification that will be permitted at field/court for check-in will be the George Mason University “G Card.” Should an individual attempt to check-in with an id that has a poor photo, is broken, or does not look like the individual, the Intramural Supervisor will be responsible for making the decision based on the id presented or may ask for a second for of photo id. **NO ID...NO PLAY!**
  - Act as liaison for all players on the field during games. You may designate an offensive and defensive captain if needed (depending on sports). All questions or complaints MUST be filed by the captain. Officials will not field on-going questions/comments from players.
  - Prior to participation, double-check that all teammates have removed jewelry or are not wearing any illegal equipment.
  - Do not allow illegal players to participate or attempt to participate. Captains are responsible for knowing who is attempting to play or check-in for their team(s). You are
responsible for your team roster and managing that roster to ensure *ALL* players are legal and eligible participants.

- Keep players/fans conduct under control throughout the game. Teams may be penalized for unsportsmanlike conduct by players and fans alike.
- Ensure players are not using profanity.
- 2 unsportsmanlike (technical fouls) penalties per player will result in player disqualification. Should a team acquire 3 unsportsmanlike conduct penalties (personal conduct/technical fouls) the game shall be forfeited and all players ejected **MUST** meet with the Assistant Director, Intramural Recreational Sports prior to being reinstated.
- Teams which forfeit a game due to unsportsmanlike conduct shall be assessed a $25.00 forfeit fee and must be paid in full within 48 hours at the equipment checkout desk, located in the RAC.
- Provide accurate contact information to intramural staff (email and phone) via online accounts. **UPDATE YOUR CONTACT NUMBER ONLINE.**
- Ensure all trash has been picked up and equipment has been returned to the intramural staff immediately following each game.
- Review and sign game-sheets. Teams who leave trash will not be permitted to sign the game-sheet. Game-sheets which are not signed will be recorded and treated as a forfeit.
- Notify the intramural staff of any scores which have been entered incorrectly online.

**Team Uniforms:**
- Team jerseys **MUST** be of like color
- All jerseys **MUST** have legible numbers on the front and back (no taped numbers).
- If you do not have team jerseys, you may borrow pinnies at the field/court. These items **MUST** be returned following each game. Captains are responsible for ensuring that all borrowed equipment is returned to the intramural staff.
- Metal cleats are **NOT** permitted.
- Non-marking court shoes **MUST** be worn for all indoor activities.
- NO jewelry (see IM Handbook for more details)

**It is your responsibility as the team captain to review all rules and intramural policies with your teammates prior to participation. The intramural Handbook and sport specific rules are available online at: [http://imsports.gmu.edu](http://imsports.gmu.edu)**

Please review these documents with your teammates.

**PLEASE UPDATE YOUR CONTACT PHONE NUMBER ONLINE! WE CANNOT NOTIFY YOU IF AN OPPOSING TEAM CALLS LAST MINUTE TO FORFEIT IF WE DO NOT HAVE AN UPDATED CONTACT NUMBER.**

**PLEASE CALL 703-993-4681 IN THE EVENT OF SNOW OR ICE.**