

### **\*\*Preparing for the Playoffs\*\***

- Every team qualifies for the playoffs as long as they do not forfeit a game during the regular season (missing the Captain's Meeting counts as a forfeit) and they maintain at least a 3.0 average Sportsmanship Grade throughout the season.
- Following regular season games, playoff brackets will be posted on the web site. Be sure your team is aware of how to check the brackets and view the times online.
- Playoffs are single elimination and your game days and times will like not be the same as they were during the regular season. Ensure your teammates plan ahead for this scenario.

### **\*\*After the Season\*\***

- Following each season, the captain will be asked to complete a short survey. Please complete the survey as accurately as possible as your feedback is very important in making decisions on changes for the future.
- As captain you will also receive an email telling you when you can come to the Intramural Office to pick up your forfeit fee if you are eligible to receive it back.



## Captain's Manual



2008-2009

UPDATED JULY 2008

<http://www.newpaltz.edu/recreation>

## **\*\*General Captains' Responsibilities\*\***

So you want to be a captain? Or you have been elected by your teammates to serve as captain. Well, congratulations either way, you now have the opportunity to gain some valuable leadership experience. Here, you will find some hints and tips on how to be an effective and successful team captain to help ensure that your team has a positive experience all season long.

### **\*\*Getting Started\*\***

Review the sports that will be offered for the semester and determine which ones you wish to play.

- Print off a list of all available league times and divisions for these sports.
- Recruit teammates from your residence hall, classes, social groups, friends, etc. and get them to commit to playing on your team. (Remember: A player may only play on 1 Men's or Women's team, and 1 CoRec team).
- Together with your teammates, select a league time that will work for everyone and then identify 2 or 3 backup league times in case your first choice is full.
- Be sure that if you are planning to play multiple sports on the same night, you don't overlap times and you allow for travel time.

Agree on a creative team name that you will use and collect \$1 or \$2 from each teammate to help cover the cost of the \$25 forfeit/deposit fee.

### **\*\*Ready to Register\*\***

- Registration for all team sports takes place in the Intramural Office located in Room 206 located in Elting Gym or online.
- Bring your completed Team Entry Form to the Intramural Office along with the \$25 Forfeit/Deposit fee (payable by check or cash)
- Be sure that all contact information is printed clearly and legibly so that you will receive all of our communications.
- Select your league, and receive your Captain's
- Meeting information.

Attend the Captain's Meeting at the stated time and location to avoid a forfeit.

## **\*\*Before the Season\*\***

- Depending on when you register, you may have some time before the season starts. It could benefit your team to start preparing early for your first game.
- Go to the "Sport Rules" tab on the web site and print out a copy of the Rules Sheet. Some Intramural Sports use special rules or adaptations that you may not be familiar with. Be sure that your teammates inform themselves as well.
- Many teams decide to make a statement by getting their own uniforms made. There are a number of companies close to campus that can help design and print your uniforms. Contact our office if you would like suggestions.

As team captain, you are responsible for the eligibility of all players who sign in for your team. Keep your team in good standing by ensuring that all of your teammates comply with the Eligibility Guidelines found in the Intramural Handbook.

## **\*\*During the Season\*\***

- It is the Captain's responsibility to ensure that all their teammates are aware of when your games are played, and at which location. All schedules are posted in the Intramural Sports web site prior to the season beginning.
- It is a good idea to send this link to your teammates and suggest they make it a "Favorite" and check it often to ensure you have a full team at game time.
- All teams should plan to arrive to their game site at least 15 minutes prior to their listed game time. This allows time to check in and warm up. GAME TIME IS FORFEIT TIME.
- EVERY player MUST present their NP ID to the Intramural Supervisor before each game.
- Captains are responsible for the conduct and sportsmanship of their team at all times. Each team will receive a Sportsmanship Grade after each game.