



**UNIVERSITY OF MARY
WASHINGTON
INTRAMURAL SPORTS**

**DEPARTMENT OF CAMPUS RECREATION
STUDENT AFFAIRS**

2017-2018

CAPTAINS HANDBOOK

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Team Captains Responsibilities

Captains represent their teams to Campus Recreation and the Intramural Sports department. They will act as the primary point of contact for Intramural Sports staff to discuss scheduling, cancellations, disciplinary actions among other things. A representative from the Intramural Sports Staff will contact you through email if any violations are registered by the Team Captain or their team.

Please refer to the forfeit and defaults section in the UMW Participant Handbook. Rosters will require a minimum number of participants to play. During regular season players can be added to your roster (unless full). Players cannot be added during playoffs. A member of your team must have participated in a minimum of 1 regular season game to be eligible to play in playoffs. We have prepared a template for you below to give you an understanding of your role and responsibilities:

- Before the Season
 - Ensure all participants for the team are eligible to play
 - Eligibility is achieved when a participant has purchased their Intramurals Sports Pass. Instructions on how to purchase and register an Imleagues account can be found in the Intramural tab on campusrec.umw.edu.
 - Attend the Preseason Captains Meeting. The dates and times can be found in multiple locations. A remainder will be sent to all captains couple days prior to the meeting.
 - Failure to attend the Captains Meeting will result in a 1 game forfeit.
 - Educate all team members on all Intramural Sports rules and policies. Please refer to UMW Participant Handbook to learn everything about being a positive Intramural Sports participant.
 - Notify teammates of game times
- During the Season
 - Ensure all members are present no later than 10 minutes before start of game time. All members must have a valid EAGLE ONE ID to participate in Intramural Sports.
 - Ensure team members and fans follow good sportsmanship and abide by the policies enforced by the Intramural Sports Staff before, during and after the game.
 - Captains are held responsible for the actions of any person associated with the team.
 - A team can be removed from a league if any incidents of bad sportsmanship is reported from the fans.
 - Notify all team members if any cancellations occur.
 - Follow all forfeit procedures
- Before Playoffs
 - Ensure that all members of your team have attained the minimum number of games required to be eligible.

- A conflict sheet will be sent at the end of the regular season. Please complete the following sheet and submit it to umwimsports@mail.umw.edu by the prescribed deadline.
- Intramural Sports Staff will schedule games accordingly if no conflict sheet is received.
- Leagues played only on a single day during the week (for example: Sunday only) will have the entire playoffs played in one day. Games will not rescheduled for other days as spaces are limited.
- Submit your champ shirts size request. This sheet must be submitted prior to the start of playoffs and by the prescribed deadline.
- After Playoffs
 - Ensure that you receive all your champ shirts if you have won.
 - Please look to share a funny team picture with your champ shirt on, in any of the various social media platforms using #umwim
 - Please check back on imleagues.com to see which other sports you would like to participate and see if you and your team can build a legacy.

How to activate your Imleagues account?

The following instructions can be used to activate and register your Imleagues account. The following instructions can be found on our website, campusrec.umw.edu, in the Intramurals tab.

- Purchase your Intramural Sports Pass. The pass can be purchased online, or at the front desk of the Fitness Center. (Note: We only accept Eagle One form of payment at the Front Desk)
- Please click on the “Click Here to Enter Imleagues” tab
- Click the blue button that states “Sign in with your UMW Net ID and Password”
- Using your UMW Net ID and Password, log into your account.
- Please click on “Continue” on all pages that follow, until you have reached your Imleagues portal
- Once you are in your IMLeagues portal, please click on the “University of Mary Washington tab” located in the top left of your screen.

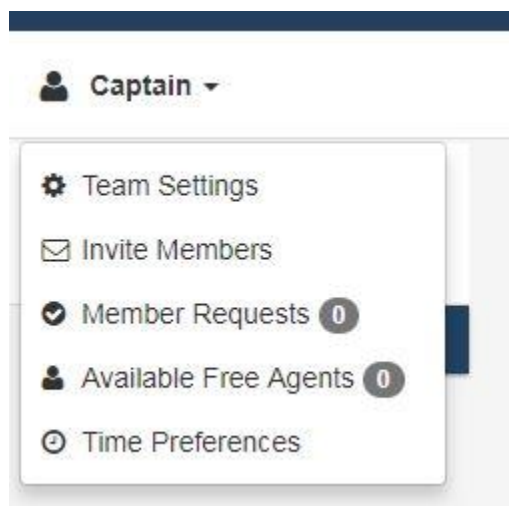
How to create your team?

The following instructions must be followed to add a member on your team. Please ensure that the member you are trying to add have purchased their Intramural Sports Pass and have activated their Imleagues account. Interested members can use the instructions prescribed above to register and activate their account.

- Select the sport you would like to join. Please make sure you have selected the correct division of your choice. (Eagle Strong → Competitive, Eagle Proud → Recreational)
- Click the “Create Team” tab.
- Please make sure that you check off the waiver checkbox.
- Please make sure to read through all the Captain’s and Participant Instructions. We encourage you to visit the Intramurals homepage and subscribe to our listerv.
- Enter your team name and choose a logo if you like. Please refer to the Team Name policy in the UMW Participant Handbook. Any violations to the policy will result in default team name (for example: UMW 01). The team name will not and can not be changed if a violation occurs.
- We encourage you to slide right the “Looking for Free Agents” button to indicate if you are looking for Free Agents.
- Please enter your cell phone number and check the box, subscribe; to receive text updates. Hit the “Create Team” icon once ready.
- You will be redirected to the Time Preference page. Please select the times you or your team will be unavailable to participate. If no Time Preferences are submitted, the Intramural Sports staff will consider your team to be available for the entire duration. Click “Submit” once done.
- You will receive a confirmation email in your UMW Email Address. Please make sure to read through it.

How to submit time preferences?

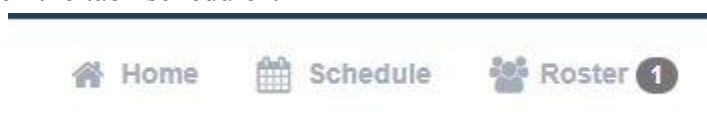
- Time preferences are submitted during creating a team. Please refer to the “How to Create a Team” section in this document for more information.
- The time preferences tab can be accessed through “Time Preferences” under the “Captain’s” tab.



- The time preferences must be submitted prior to Captains Meeting. Any non-submissions will result in the Intramural Staff declaring your team to be available throughout the duration of Intramural Programming for that day.

How and where do I check my schedule?

- Please log into your imleagues account and arrive at your team’s home page.
- Once there, click the tab “schedule”.



- The information will populate automatically. Intramural Sports Staff publishes the schedule for the entire regular season. We encourage you to look ahead and see what dates and times your team will be playing throughout the season.

How and where do I check the announcements?

- Announcements are made through Imleagues to notify participants of any updates leading up to, or during the season.
- The Intramural Sports Staff will look to announce regular season schedules, playoff schedules, registration information as an announcement on imleagues.
- Most announcements will reach your mailbox in an email from imleagues. (Please check your spam)
- Announcements can also be viewed on the UMW Intramurals Imleagues homepage under the “About” tab.

How do I report defaults and forfeits?

- To know what constitutes as a default and a forfeit, please visit the UMW Participant Handbook.
- Defaults and Forfeits must be reported to umwimsports@mail.umw.edu before 12pm the day of game. Reports made after 12pm will be constituted as a forfeit.
- The Team Captain or a member of the team is responsible to report absence from a game. 2 forfeits will not allow the team to participate in playoffs.

How does playoffs work?

- A team receives a total of 3 games during the regular season.
- The playoff bracket will be determined based on the point system. The following points system is applied to all Intramural Sports:
 - Win = 3 points
 - Tie = 1 point
 - Loss = 0 points
 - Loss by Default = 0 points
 - Loss by Forfeit = -3 points
- A team member must have played in a minimum of 1 regular season game to be considered eligible for playoffs. (No exceptions)
- Certain leagues will have playoffs start and end on single day. We encourage you to be prepared and ready if your team qualifies for playoffs.

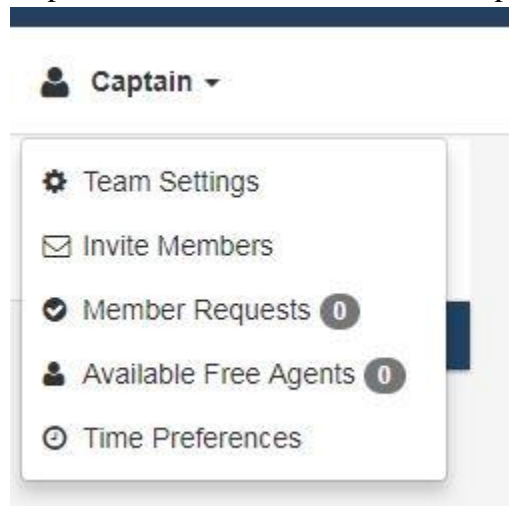
How to add team members?

Team members can be added in two ways. The following methods listed below can be accessed under the “Team Options” tab.

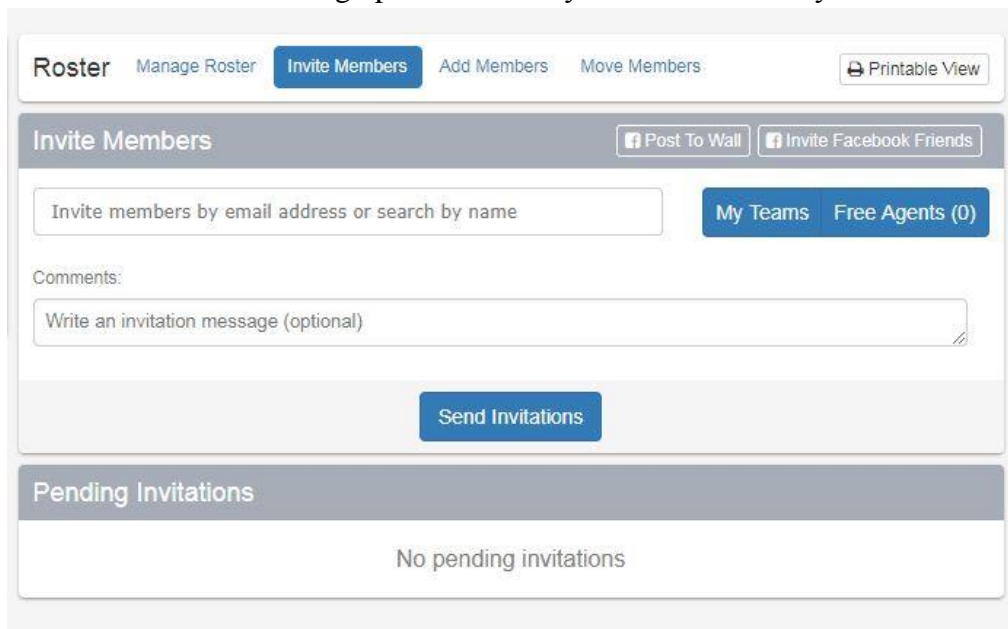
1. Active IMLeagues profile
2. Email request

To add a team member:

- Under the Captains tab, please click the “Invite Members option.



- Choose one of the following options: “Add by Name” or “Add by Email”.

A screenshot of a web application interface for adding team members. The top navigation bar includes 'Roster', 'Manage Roster', 'Invite Members' (highlighted in blue), 'Add Members', and 'Move Members'. There is also a 'Printable View' button. Below the navigation, the 'Invite Members' section has two social media buttons: 'Post To Wall' and 'Invite Facebook Friends'. A text input field is labeled 'Invite members by email address or search by name'. To the right of this field are two buttons: 'My Teams' and 'Free Agents (0)'. Below the input field is a 'Comments:' section with a text area labeled 'Write an invitation message (optional)'. A blue 'Send Invitations' button is positioned below the comments area. At the bottom, there is a 'Pending Invitations' section which currently displays 'No pending invitations'.

- We recommend using the “Add by Name” option as it is more effective. If you choose the “Add by Email option, please make sure to send the invite email to the UMW email address.

How do I accept free agent and other team requests?

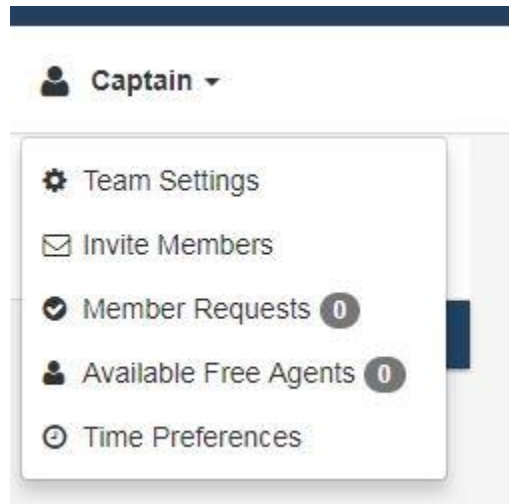
There are two ways a team Captain can accept Free Agent request.

Method 1:

- Once you log into your teams page, you shall see an alert labelled, “Pending Request. You have 1 request to join your team”. Please click “View” icon.
- Select your choice between “Send Message”, “Confirm” and “Deny”.
- Once confirmed, the profile will appear to be member on your team.

Method 2:

- Under the Captains tab, please click the “Invite Members option.



- Under “Pending Invitations” you will see all Free Agent and other team requests.

