**2018 Rocky Mountain Case Competition**

Team Captain Eligibility & Responsibilities

Each team must designate a team captain before registering a team for the competition. The team captain is the main point of contact between the State Competition Facilitators and the team.

**Eligibility**

The team captain must:

* Be a student. Chapter advisors and faculty members are not permitted to be the team captain.
* Be a member of the competing team.

**Responsibilities**

The team captain will be responsible for:

* Registering the team.
* Making sure all team members are National SHRM Members, and have paid their membership fee ($40)
* Sharing with the team all communications and documents related to the Case Competition.
* Agreeing to the Case Competition Integrity Statement by electronically signing and submitting it prior to receiving the case. This will be sent directly to the team captain for signature.
* Submitting the team’s PowerPoint slides by the stated deadline for each competition for use during the oral presentation to be given onsite the day of the competition.
* Submitting the required document in the format specified. Any document submitted in the wrong format may render the team ineligible to compete.
* Optional: Obtaining signed Standard Release forms from each team member for collection at the event during onsite registration.
* Gathering all team members onsite at the Case Competition to check in together.
* Gathering all team members 15 minutes before the designated presentation time to be escorted to the oral presentation room.

**Virtual Preparation**

**Receiving the Case Competition Case Study and Supporting Documents**

* The team captain will be e-mailed all competition information, including the Case Competition Integrity Statement, prior to the first day of the competition. The team captain will need to sign the Integrity Statement before receiving the case. **Note:** Teams will have a limited number of days prior to the on-site event to prepare their PowerPoint slides.
* Submissions received after the deadline will not be accepted, and the team will be disqualified.

**When to Submit the PowerPoint Slides**

* The team’s PowerPoint slides must be received by the stated deadline. Submissions received after the deadline will not be accepted, and the team will be disqualified. A confirmation receipt will be sent to the team captain’s e-mail address. **Note**: Changes may not be made to the PowerPoint slides after they are submitted.

 **Guidelines for Submitting the PowerPoint Slides**

* Do not reference the name of your college/university in your document. Use only the team number provided.
* Although teams must not note the name of their college/university, they may include team members’ names.
* When saving your document, use the following naming protocol:

*Team Number X Oral Presentation.pptx*

* Changes will not be allowed to the team’s PowerPoint slides after submission or at the competition itself.
* The oral presentation is scored according to the judges’ discretion; points may be deducted for an incorrect or inappropriate format.