

Intramural Managers

1. **Function/Purpose**

Intramural Managers are vital contacts between the organizations and the Intramural Program. The managers' functions and responsibilities include:

- a. Serving as liaisons between intramural teams and the intramural staff with regard to current information concerning schedules, rules and rule changes.
- b. Representing the organizations and/or teams at the mandatory managers' meetings.
- c. **Share with team members information covered at managers meetings regarding risks of participation; participant responsibilities if injured; and strong recommendation for participant to secure medical insurance.**
- d. Submitting entry sheets on time, printed and with all necessary information completed.
- e. Knowing and understanding all rules pertaining to player eligibility, and making certain all team members are eligible before listing them for competition.
- f. Knowing and understanding the rules of the sport activities your teams are competing in and relating the same to your teams.
- g. Notifying team members of all playing dates, times and locations.
- h. Printing each contestant's full name on the score sheet for all contests. No nicknames.
- i. Making sure the score sheet is signed by yourself or the captain after each contest.
- j. Keeping a current address and phone number on file at the Wellness and Recreation Office.
- k. Notifying the Wellness and Recreation Office of any change of IM Managers or Assistant Managers.
- l. Consulting "Intramural Policies and Procedures" for information related to re-scheduling games, protest procedures, forfeit fees, etc.
- m. Serving as an example of good sportsmanship and fair play for fellow team members and followers.
- n. Checking the participation point chart upon the completion of each sport and ensuring that the points given to your organization are correct.
- o. Keeping a running point total of all the Intramural Sports in which you had teams and individuals participate.
- p. Acting as Co-Rec Manager for your group to keep members informed of co-recreational activities.

2. **Team Managers' Meetings**

- a. A meeting to discuss intramural policies and procedures, to interpret sport rules, and to discuss playing dates and times is scheduled for each Class 1 team sport and selected special activities. Consult calendar for specific dates of managers' meetings.
- b. Each team and/or organization must send a representative to act as manager at meetings.

- c. For those unable to attend a scheduled manager's meeting, make-up sessions will be held as designated for each sport. Check with the Wellness and Recreation Office for location and time.
- d. Registration materials will only be available to managers attending a scheduled managers meeting. No registration materials will be handed out independently by office personnel.
- e. One person may represent all teams for a house, social fraternity or sorority.
- f. Managers' meetings will be held in the Wellness/Recreation Center or Schindler Education Center.

3. **Registration Information**

Entry registration dates have been established for each sport. Entries must be submitted by 5:00 p.m. on the deadline date. The specific dates are listed in the calendar section and on the back cover of this publication and in the Northern Iowan section on Intramurals. To officially enter an intramural sport, follow these steps:

- a. **Forfeit Fee (Team Sports). Prior to entering any team sport (all Class I and select Class II sports) each off campus or co-rec manager must establish a designated person responsible for payment of the \$50 forfeit fee in the event that charges are applicable. Typically this is the team manager. This person will need to submit a completed team entry form and present a UNI ID card to the office staff, who will complete a forfeit fee form. This forfeit fee form will be valid the duration of that sport, and will held on file in the Wellness and Recreation Office. If the team forfeits out of that sport, the manager is then charged \$50 on their U-bill. On-campus residence teams do not follow this procedure as their respective residence hall floor will be billed for forfeits.**

b. Team Sports

A team representative must attend the managers' meeting to pick up entry material. The following information is required on team entry forms:

- Manager's and assistant manager's name, e-mail address and phone numbers
- Available playing days and times
- Team name and affiliation (house, Greek, independent)
- Type of play (men, women, co-rec)
- Level of competition (open, A or B)

c. Individual and Dual Sports

The following information is required on entry forms:

- Competitor's name, e-mail address and phone number
- Partner's name, e-mail address and phone number (dual)
- Organization affiliation (house, Greek, independent)
- Type of play (men, women, co-rec)
- Specific activity

4. **Scheduling Procedures**

Schedules for all activities are issued by the Wellness and Recreation Office indicating opponents, dates, times and playing locations.

a. Team Sports

- Teams are placed in four to eight team leagues and play a round robin schedule for regular season play.

- Top two teams from each league qualify for division play-offs.

- Winner of the Monday/Wednesday Division play-off meets the winner of the Tuesday/Thursday Division play-off to determine the All-University Champion.

b. Individual/Dual Sports

- Competition is set up as a tournament or pool play.

- There must be at least four entries to run an activity.

- Tennis and racquetball pairings are made upon completion of registration.

Participants must list names and phone numbers when registering.

c. Skill Levels

To equalize competition and make play more enjoyable, various levels have been established for competition in select team sports.

- “Open” level to allow for team organization regardless of housing affiliation. **(No participation points).**

- The “A” level is for those teams generally competent in sports skills and/or strategies and are motivated by highly competitive play. **(Participation points).**

- The “B” level is for teams desiring to participate and compete in a more relaxed atmosphere. **(Participation points).**

5. **Intramural Sports Advisory Council**

Membership on the council is open to all Intramural Managers. The council meets to discuss policies and ongoing concerns of Intramural participants. The council serves as a means of communication between the Intramural participants and Intramural staff and provides a channel for student input.