MIT Intramural Sports Manager Information
Compiled by Matt Williams, IM Executive Chairman
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For some of you, this information is not new. However, I want all managers and prospective managers to get a quick overview of our duties as managers as outlined in the MIT IM Handbook. So, please take a minute to read the written handbook bylaws as well as my comments.

First, managers are appointed by the IM Executive Chairman. If you are interested in organizing an IM Sport at MIT, then please send your request for a particular sport to me. The IM website has been updated (2/23/2006) with the manager information for each sport so you will know if there is a manager currently assigned to running a particular sport, whether it be a spring or fall term position.

Managers are also paid. The rate is around $9 per hour.

From Section VII, Manager’s Duties: (my comments follow)

A. Managers are responsible for planning and organizing the season.
   - If it is your first season as manager, then you must talk with the manager who organized the league the year prior and/or you can always send your questions my way.
   - You must visit Bernice Ward (W35-297S, bward@mit.edu) and get the turnover file and manager’s report from the previous manager for that sport.
   - Generally, fall term sports start in September, winter term sports in November, and spring term sports in late-February. The manager must allow about 2 weeks from the time the announcement is sent out until the season will start. The first week is for registration; the second week is for a captains’ meeting and time for the captains and athletic chairs to pay off their fines from the previous semester. Also, the manager must create and send out the league schedule in this time. Field time is also reserved during this time.
   - Creating a mailing list with the league captains is generally a good idea. An example for IM Tennis might be imtennis2006@mit.edu.

B. Issuing a letter or e-mail through the IM Office detailing the deadlines and requirements for participating in the sport.
   - Email im-athchairs@mit.edu and im-exec@mit.edu with your written announcement
   - The announcement will need to be posted on the website for 5-7 days before registration can close.
   - If you are a first-time manager, you should copy the format of an announcement sent out in the past. Also, you must submit your announcement to the IM exec chair before sending it to the im-athchairs@mit.edu email list.
   - The IM Exec Council is working to keep the website updated on a more regular basis this semester/year, so check back for announcement updates.

C. Scheduling all games and obtaining referees.
   - Determine where your sport will be played (i.e. Turf field, outdoor fields, Dupont, Mac, Rockwell, etc.). You must set up an account with Sandy Lett in person (slett@mit.edu, W35-297W) in order to request field times for your sport. You can meet her on the 2nd
floor of the Z-Center. Once you have registered an account, you can make all schedule requests on-line.
- You must assign referees for your games as well. This can be as simple as having your league captains ref games, but some sports require actual paid referees (hockey, for example).
- You must visit Bernice Ward, Sandy Lett, and talk with the previous manager to ensure you are informed of all the methods that go into scheduling.
- Keep your schedule organized on a regular basis (at least weekly at the most) and make sure your captains receive regular updates from you. Most managers use Excel to create and maintain the league schedule.
- Send a weekly update to the IM Exec Chair to be put up on the IM website.

D. **Regularly updating the IM Coordinator and Executive Committee of all changes.**
- I don’t know how much of this was done in the past, but if you have some major issues that need to be dealt with, then please inform the IM Coordinator, Trish O’Brien, and a member of the IM Exec Council as soon as they happen.

E. **Attending IM Council meetings while their sport is in season.**
- There are 2-thirty minute meetings each semester that you should attend to give an update of your sport to the athletic chairs present at the meeting. The last meeting was on 2/16/2006. The next meeting will be in April 2006.

F. **Keeping schedules, referee assignments, and league standings up-to-date and posting these on the IM Bulletin Board, the IM Office, and on the web.**
- Your job will be to keep standings updated on a consistent basis. As you collect score reports from your league captains, you can update your schedule. In turn, you can email the updated standings to your captains. You can email me standings and these will be updated on the website.

G. **Notifying teams of forfeits as they occur.**
- In your league—before the season starts—identify how a team will incur a forfeit and a fine. Follow your guidelines.
- You must inform a team that they have been fined for a forfeit or missed ref assignment. From the time you fine them, they have 72 hours to file an appeal through you, the league manager. Appeals may be taken to the Exec Council in an extreme situation.

H. **Submitting fine cards in a timely manner.**
- Bernice informed me that fine cards should be submitted every 2-3 weeks during your sport’s season. In doing so, she will help you determine whether a team should be dropped from a league to avoid racking up >$1000 in fines…which apparently has happened in the past.

I. **Submitting a written report to the IM Coordinator within one (1) month of the completion of the season.**
- Submit a manager’s report with accurate information including the number of participants to Bernice Ward.
- THESE REPORTS ARE IMPORTANT AS THE IM DEPT GETS FUNDING FROM MIT ATHLETICS BASED ON THE COLLECTION AND SUBMISSION OF THESE REPORTS TO CANDACE ROYER, DIRECTOR OF ATHLETICS.
And from the MIT IM Handbook Introduction Section,

AS A MANAGER . . .

The IM Coordinator and the Executive Committee appoint managers for each sport. Openings for these positions are posted in the IM Office on the IM bulletin board, and on the web, and are announced at the bi-monthly meetings. Anyone interested in managing a sport should contact the IM Coordinator or the Executive Chairman.

Each sport manager is responsible for scheduling, obtaining referees, updating rules, posting league standings, notifying teams of fines, and handling any problems that may arise with their sport. Managers are employees of the MITAA and are held accountable to the Executive Committee, which has the right to replace a manager who is negligent in their duties. Managers receive hourly wages depending on the amount of work necessary to run their sport.

Good luck! **Being a manager can be a lot of fun if you are organized.** Like always, email me if you have any questions.

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