



Manager's Responsibilities

Each team entering an intramural sports activity should elect a manager and assistant manager. These individuals will serve as a liaison between their respective team and the Intramural Sports office. The following are a list of responsibilities of the Intramural Manager & Assistant Manager:

- Attend or send a designated representative to the Registration Meeting and Playoff meeting when necessary.**
- Submit correct team/player information and maintain current and updated information if the roster changes during the season. Intramural Sports will utilize email in the coming seasons more than ever before, so be certain to provide a valid email address for both your manager and assistant manager**
- Submit all entry fees and choose a team name that is selected in good taste and not offensive to individuals or groups on the basis of race, place or origin, religion, disability, sex, age, or culture.**

University



Recreation

Western Michigan University

Division of Student Affairs



Manager's Responsibilities (cont.)

- **Know, understand, and share with all team members rules, policies and procedures of the intramural sports program. Assume responsibility for adherence by you and your team.**
- **Notify all team members of the time, place, and date of all scheduled contests and make sure they arrive at least ten (10) minutes prior to the scheduled time. Intramural Sports will utilize email in the coming seasons more than ever before for things like cancellations and scheduling revisions, so be certain to provide a valid email address for both your manager and assistant manager**
- **Make sure all team members are eligible to participate and all other policies and procedures as listed in the Intramural Sports Guide are followed.**
- **Work with the Intramural Sports staff to ensure a safe & fun Intramural Sports experience for all participants**