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 via Imleagues.com on time, 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 via Fusion
   g. Notifying team members of all playing dates, times and locations.
   h. Recording each contestant’s full name on the Fusion 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 phone number on file on Fusion
   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 rescheduling games, protest procedures, forfeit fees, etc.
   m. Serving as an example of good sportsmanship and fair play for fellow team members and followers.
   n. 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’ meeting.
   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. One person may represent all teams for a house, social fraternity or sorority.
   e. Managers’ meetings will be held in the Wellness/Recreation Center.
3. **Registration Information**
Entry registration dates have been established for each sport. Entries must be submitted on the
deadline date. The specific dates are listed in the calendar section and on the back cover of the
Intramural Calendar, Fusion, Intramural Facebook (UNI intramurals) and flyers posted on the
intramurals bulletin boards located in the WRC and Health Beat.

To officially enter an intramural sport, follow the steps:

**Step by step instructions for signing up for UNI intramurals**

*If at any point you have questions click the “We are Online, Live Chat” button and a
representative from the site will walk you through it.*

**Create an account**
- Go to services.recreation.uni.edu
- Click “Create Account” in upper right hand corner
- Fill out required information (Name, Email, etc.)
- *Make sure you use your UNI email address*
- Click “Sign Up”
- You will now need to go to your email and open the email sent from IMLeagues
- Follow the link provided in the email, this will take you to the your home page on IMLeagues

**To sign a team up**
- Go to Player signup box in upper right hand corner (the box is orange)
- Click “Create Team”
- Choose the league you would like to join (Co-Rec, Men’s A, Women’s A, etc.)
- Choose days/time you would like to play on (M/W 6:30pm, T/TH 8:10pm, etc.)
- Click “Create Team” button (button is orange)
- Enter required information (Team Name, Student ID, Etc.)
- *Make sure to enter phone number and check the box, allow updates to be sent via text
message*

**Invite team members**
- Click “invite members” on the left side of screen •
- Put team members email addresses into the “Invite by email address” box
- Click “invite at the bottom of the screen.
- Your team members will receive an email having them join your team.

**Reminders**
- You must still fill out a green forfeit form in the Intramural Office (WRC 161)
- You must complete Captain’s Quiz before being eligible to play; this will show up in a red
link at the top of your team’s page.
- Your team will not be eligible to play until your team members have become a member and
joined your team.
a. **Forfeit Fee (Team Sports)**

Prior to entering any team sport (all Class I and select Class II sports) each team must establish a designated person responsible for payment of the $25.00 for the first forfeit and $25.00 for the second forfeit in the event that charges are applicable. Typically this is the team manager. This person will need to stop in the IM office WRC room 161 and pay as needed, Check, Cash or UBill. The team will forfeit out of that sport after the second forfeit. If either (first or second) forfeit is not paid then all members of the team will be suspended from participating in UNI Intramurals until the payment has be made.

b. **Team Sports**

A team representative must attend the managers’ meeting or makeup managers meeting to be eligible to register a team. The following information is required on Fusion for registration:

- 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, B or C)

c. **Individual and Dual Sports**

The following information is required on Fusion for registration:

- 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 Fusion indicating opponents, dates, times and playing locations.

a. **Team Sports**

- Teams are placed in three to six team leagues and play a round robin schedule for regular season play.
- Top two teams from each league qualify for division play-offs.
- Overall winner will from all the divisions determines 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 students, faculty and staff participation.
• The “A” level is for those teams generally competent in sports skills and/or strategies and are motivated by highly competitive play.
• The “B” level is for teams desiring to participate and compete in a more recreational playing field.
• C level is for those teams desiring to participate and compete in a more relaxed atmosphere.

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