

A good manager will:

1. Keep in close and frequent contact with the Intramural Office, attend meetings, and place before his group all important information received.
2. Enter his team in the desired sports on or before the announced closing date for entries.
3. Register all the members of his organization or team on the official blank.
4. Notify his team members of the date, time, and place of each contest.
5. See that team members are on hand for all contests at the scheduled time.
6. Be thoroughly familiar with the eligibility rules as contained in the handbook and abide by them.
7. Write the full name of each player on the score sheets before each game.
8. Make every effort to play games on the dates scheduled.
9. Make every effort to have his team members play according to the rules of the game and conduct themselves as gentlemen and good sports.
10. Remember that winning at all costs is too costly.

Officials

Officials include the referees and umpires. This group needs some training under the director as **he knows** the rules of the various activities. Special conferences should be held and examinations given to the group to determine their ability. Upon them depends very largely the success of the program. They must be fair at all times and their integrity should never be questioned by the players. Because of this such positions should not be given to students who are in the activity for which they are officiating. In many schools, varsity players or faculty members are used.

Scorekeepers

Their duties are to keep score and see that the results are given to the secretary.

Timekeepers

As their names imply, their duties are to keep time for the activities.

Field Managers

The duties of the field manager include the marking off of fields for the activities that are to be played and to see that the necessary equipment is on hand.

Trainers

The trainer applies first aid treatment to bruises and minor injuries. He should be on hand for all contests. It would be wise, if possible, to choose a trainer who at one time has had a course in first aid.