



You are the New Athletic Chair. Now what?!

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1. **Understanding the MIT Intramural System**
 - a. The mission of the Department of Athletics, Physical Education and Recreation (DAPER) is to bring students, faculty, and staff together in educational activities that promote healthy lifestyles, enhance a sense of community, foster growth in leadership and teamwork skills, and encourage the pursuit of excellence. The Intramural Office is dedicated to providing opportunities to engage in physical activity and fellowship in an organized sports environment.
 - b. Priorities of the Intramural Program
 - i. To provide a wide range of individual and team sports at varying levels of competitiveness to the MIT Community
 - ii. To provide opportunities for social interaction and the development of lasting friendships
 - iii. To teach the value of sportsmanship, the principles of fair play, and a positive attitude
 - iv. To develop habits of participation in physical activity that can carry over into every day living
 - v. To develop physical fitness
 - vi. To create a welcoming and inclusionary environment for all MIT community members. If you need a disability accommodation in order to access our offerings, please email the Manager of Intramurals, Jamie Drahos, at jdrahos@mit.edu
 - vii. To provide leadership opportunities through participation
 - viii. To provide employment opportunities and educational experiences for students
 - c. Roles within the Intramural community
 - i. Players
Students, Grad Students, Post-docs, Faculty/staff, Alumni, Spouses of eligible participants.
 - ii. Captains
Take on leadership role for their team. Responsible for sportsmanship and behavior of teammates, getting players to show up for games. Will be point-person for communication with Sport Manager, and IM Office/IM-exec for any problems.
 - iii. Athletic Chairs
The IM enthusiast of an FSILG, Department, Club or Office. Expected to encourage peers to participate in IMs. Help create and register teams. Coordinate deposit/fee payment. Liaison between group & IM Office.
 - iv. Sport Managers
Appointed and paid by the IM Office to manage a full season of one sport. Holds an informational Captain's Meeting. Restructures Leagues as needed. Creates schedule. Accommodates in-season reschedules as able. In Direct communication with Captains. Structures Playoffs. Crowns Champion and distributes winner's T-shirts.
 - v. IM Exec Board
Group of students with vested interest in success of Intramural Program. Meet monthly to discuss program/policy changes, and implement new initiatives.
 - vi. IM Office
Oversees all IM Operations. Supports all positions listed. Manages deposit/fee/fine collection.
 - d. Sports Offered- viewable online <http://intramurals.mit.edu/important-dates/sports-leagues/>
 2. **Understanding the MIT Affiliation System**
 - a. For a quick tutorial, check out this short [video!](#)
 - b. Affiliation System has 3 Tiers
 - i. Independent

- ii. Provisional
- iii. Full
- c. Each tier requires a different deposit amount
 - i. Independent - \$75 deposit is required for each team registered
 - ii. Provisional - A single \$75 deposit is required, regardless of # of teams registered
 - iii. Full - No deposit is required
- d. Entry FEES are separate from TEAM DEPOSITS, are generally required for special equipment/game supervision, and vary by sport
 - i. Air Pistol: \$25/person (non-refundable)
 - ii. Ice Hockey: \$200/team (non-refundable)
 - iii. REFEREED soccer: \$100 (non-refundable) - may vary depending on league
 - iv. These fees are required of all teams, regardless of their Affiliation Status
- e. How to become Affiliated
 - i. Affiliation Meetings are usually held 3x a year
 - ii. Attendance is required for Fully Affiliated groups to maintain that status
 - iii. A representative (usually the Ath Chair) must attend and sign in for their group to move up 1 tier
 - iv. A missed meeting demotes a group 1 tier

3. Your Role as Ath Chair

- a. Be aware of and attend Affiliation Meetings
 - i. Dates are posted on IM Website <http://intramurals.mit.edu/important-dates/>
 - ii. Represent the interests of your group; communicate feedback and suggestions to IM Exec Board at the Affiliation Meeting or anytime by emailing im-exec@mit.edu
- b. Pass along relevant information from Affiliation Meetings to group members
- c. Pay attention to emails from Exec Board and IM-office for important information
- d. Communicate with group, encourage IM participation
- e. Manage payment of deposits/fees/fines when applicable

4. Ath Chair To-Do List

- a. Newly appointed Ath Chairs- email im-exec@mit.edu to inform them of the change in position and ask that they add you to the ath chair mailing list. Ask if you've missed anything thus far!
- b. Find out date of first Affiliation Meeting, either on intramurals.mit.edu or by asking im-exec@mit.edu. ATTEND THE MEETING. Or send another representative from your group if you are unable.
- c. As a new IM season (semester) approaches, reach out to your community! Pass along information about the IM program, gauge interest in IMs. Set up Facebook group/email list serv for IMs
- d. During registration period (dates can be found on intramurals.mit.edu), register teams on IMLeagues! Communicate again with group members to join these teams on IMLeagues.
 - i. Some athletic chairs register teams on IMLeagues, allow some time for members of their group to join those teams, then ask the sport manager to delete teams which did not end up with enough members (this works well for larger groups, where you won't personally know everyone)
 - ii. Other athletic chairs survey their group independently, then only create teams for which there is enough interest (this works well for smaller groups)
- e. Make sure your rosters are filling up and meet the minimum number of people required.
- f. Pay deposits/fees owed by deadline to W35-297 with Cash, Check, or a departmental account.
- g. At the conclusion of an intramural season, reach out to IM Office to see if any of your teams incurred fines throughout their season. Pay fines to IM Office in the same manner you paid deposit
 - i. If the amount of your fines is less than or equal to the amount of your deposit, the IM Office will take amount owed directly from your deposit
- h. If you are eligible for a refund (no fines owed or fines amount is less than original deposit), go to the IM Office (W35-297) to request a refund. Remember: Entry Fees are non-refundable.
- i. If over the course of your time as Ath Chair, through working with captains and participating in IMs, you become aware of ways that IMs could be improved, communicate them to the IM Exec Board via im-exec@mit.edu and/or the IM Office. As one of the most involved members of the IM community, you may have valuable insight in how to improve the IM experience.
- j. If, at the end of a season or school year you are stepping down from your role as Ath Chair, meet with the new Ath Chair (if possible), and/or pass along the Ath Chair Handbook! Email im-exec@mit.edu letting them know about the change, so the email list can be updated.