

## **QSC INTRAMURAL DUTIES**

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**BY-LAWS – INTRAMURAL COORDINATOR:** The Intramural Coordinator shall perform the following functions, with the approval of the executive committee:

1. Appoint a Boy's Coordinator, a Girl's Coordinator, a Coed Coordinator, and a Referee coordinator subject to the majority approval of the Executive Committee,
2. Review, revise if necessary, subject to majority approval of the executive committee the overall intramural program policy and oversee the adherence to such by the Boy's, Girl's and/or Coed program and referee coordinators.
3. Develop the intramural playing schedules.

### **MONTHLY**

#### **NOVEMBER:**

- Email FALL IM coaches about turning in their equipment bags following their last game
- Set up database for Spring / Summer Session
- Get signage made to be placed outside all over the community

#### **DECEMBER:**

- Open Spring/Summer registration database
- Send blast email to previous year's database
- Place tentative order with Angelo's
- Place tentative order with Kwik Goal

#### **JANUARY:**

- Monitor database and keep unpaid-unapproved clean
- Send blast email 1x
- Schedule pictures with Pittman
- Order Balls & Water Bottles

#### **FEBRUARY:**

- Monitor database and keep unpaid-unapproved clean
- Send blast email 2x

#### **MARCH:**

- Monitor database and keep unpaid-unapproved clean
- Send blast email weekly

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- Hard registration close of Mar. 31

### **APRIL:**

- Order Uniforms first week of the month to ensure on time delivery
- Make practice / game schedules
- Email referees and schedule
- Order RR Gift Cards

### **MAY:**

- Make picture schedules
- Get Fall registration database ready to go
- Schedule Fall IM and Travel Pictures with Pittman

### **JUNE:**

- Pictures
- Launch Fall IM
- Put out Fall IM signage around the community
- Launch Academy Registration
- Blast email registration being open
- Order Medals for 4/5 Coed
- Coordinate IM Festival

### **JULY:**

- Email Spring/Summer IM coaches about turning in their equipment bags following their last game
- Monitor database and keep unpaid-unapproved clean
- Send blast email weekly
- Hard registration close of July 31

### **AUGUST:**

- Order Uniforms first week of the month to ensure on time delivery
- Make practice / game schedules
- Order Balls & Water Bottles
- Order Medals for 4/5 Coed
- Order RR Gift Cards

### **OPTION**

- Break down into sub-sections
  - Board Member – oversight and handles e-mails/Registration Issues

## **QSC INTRAMURAL DUTIES**

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- Uniforms – ordering and problems
- Scheduling – Games, Refs and Rescheduling
- Coaches/Ref Training

### **OTHER GENERAL TASKS**

- Support ALL Club Activities where possible