

SPORTS PROGRAM HANDBOOK



Athletic Branch

Semper Fit Division

Marine Corps Community Services

Cherry Point, North Carolina

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Mission & Contacts

Intramural Sports Mission

The purpose of the Intramural Sports Program is to enhance morale, minimize the stresses of military life, and help assure the health and safety of Marines and Sailors and their families by supporting healthy lifestyles.

Athletic Office

Hours of Operation: 0730-1530

Cherry Point Location: Marine Dome, Bldg. 271

Athletic Director: Jalenda Berry
 252-466-4284
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IM Sports Coordinator: Mekinna Rahn
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Website: [Adult Sports \(usmc-mccs.org\)](https://usmc-mccs.org)

Intramural Sports Eligibility Criteria

Intramural Sport Series/ Commander's Cup Athlete

Cherry Point active-duty, reservists on active orders, or active-duty of other services officially attached or assigned to MCAS Cherry Point are eligible to participate in Intramural Sports also known as "Commander's Cup" as applicable.

Sports Series Athlete

Cherry Point DoD civilian employees and Active-Duty dependents, who hold a valid DoD ID card, are eligible to participate in Sports, which can include both tournaments and other leagues outside the Commanders Cup. Dependents must be at least 18 years of age, living at home, out of high school and cannot be a member of a high school or college team. Athletes must also meet any other specifically listed criteria for the applicable tournaments or leagues.

Team Criteria & Regulations

Team Allowances

Teams must register as a designated Unit Team. Units may register one team at a time; additional teams from the same unit may be allowed if league space allows, however only the first team registered may earn their unit points towards the Commander's Cup. Teams may not employ a 'stacking' method to fill their roster by pulling from units outside their respective command. Any team found to have an illegal player or ineligible player will automatically be charged a punitive forfeit for any game where that player was on the books or can be proven they participated in the game illegally. The Athletic Office reserves the right to evaluate/review team rosters suspected of 'stacking', final approval of all team rosters rests with the Athletic Office.

Team Structure

All sports teams must be comprised exclusively of active-duty service members that meet the previously mentioned criteria or have less than 25% civilians on their team to be eligible to earn points towards the Commander's Cup. Teams consisting of a mix of authorized civilians and active duty may register for other sports tournaments/leagues in accordance with the specific rules and bylaws of that sport. Teams comprised exclusively or predominantly of authorized civilians/dependents may be entered into the program only as scheduling space allows and when it does not occur at the displacement of a unit or active-duty roster team or service member for individual sports.

Participation Requirements

Intramural Sports are intended to support the mission of readiness and stress relief and as such teams are required to ensure all athletes on their respective teams receive adequate and fair playing time. Grievances filed based on this issue will be addressed on a case-by-case basis by the Athletic Office.

Teams may not use a 'reserve team' for the tournament in any sport. All players on the roster for the tournament must have been on the books for at least one-third of the regular season games. Special accommodations and exceptions to this rule may be made in writing to the athletic office and will be considered on a case-by-case basis.

It is the responsibility of the team coach to monitor the one-third regular season requirement. If an opposing team/coach challenges a team's roster in the tournament (they feel a 'reserve team' is being used/a player doesn't meet the one-third rule) they must make the grievance no later than the start of the second half of the game.

All registered units/teams must be present at the mandatory coaches' meeting preceding the start of the sports' intramural season. Please see Page 10, Deadlines and Procedures- Mandatory Coaches' Meeting, for full requirements and penalties.

Registration Requirements

Each team must submit a completed registration packet (including command endorsement, full team roster and all accompanying materials) by the published deadline. Registration space is limited in each program; registrations are accepted on a first come first served basis until the registration deadline or until space is filled, whichever is first. Team registrations must be submitted to the IM Sports Coordinator to complete the registration requirements. Incomplete packets will not be accepted. Teams registering after the published deadline will be placed on a waiting list and entered into the league if space or accommodation can be made.

Each team is responsible to recruit and fill out their own roster; players will not be recruited or placed on teams by the Athletic Office unless they have a signed release from a command that is not submitting a team, or a Free Agent form where applicable.

The athletic office reserves the right to change any team name that is deemed degrading, disrespectful/discriminatory, inappropriate or offensive to include but not limited to: names containing/suggesting profanity, offensive or sexually in nature.

Teams with incomplete registration packets will not be included for the league schedule. Complete packets include:

1. MCCS Cherry Point Official Sports Registration Packet

- a. Coaches' Information
 - b. Official Team Roster
 - c. Command Endorsement (unit teams only)
2. MCCS Cherry Point Letter of Release (where applicable)
 3. Waivers of Liability/ Assumption of Risk (where applicable)
 4. Equipment Custody (where applicable)

Free Agent

Individuals interested in playing who do not have a team can submit a Free Agent form to the IM Sports Coordinator and request to be placed on a team (Appendix A). However, because most teams register for the league with a full roster, the athletic office cannot guarantee individual player placements. The athletic office also cannot guarantee the competitive/recreational nature of the team if a player is placed; players placed on a team will be done so strictly based on an as-available basis.

Requests to be placed on a specific team are not honored, decisions on final placement rests solely with the athletic office.

Active-duty participants must submit a signed Letter of Release (Appendix A) with their completed Free Agent form.

Civilian athletes: Must complete A Waiver of Liability/Assumption of Risk before participation in any league or tournament.

All Free Agent forms must be submitted no later than one week after the start of season play. Free agent placements will not be made after the third week of season play except on a case-by-case basis. Any player who circumvents the free agent process and participates as an illegal player or ineligible player will be disqualified from further participation in the league or tournament.

Official Sports Registration Packet

Unit teams are required to pick up a registration packet from the athletic office or print from <https://cherrypoint.usmc-mccs.org/recreation-fitness/recreation/sports/adult-sports> for participation verification (see Appendix A for sample packet). The packet must include a completed roster, coaches' information, and signature from E-8 or ABOVE of the respective unit to verify command permission for participation.

Letter of Release

Interested Intramural participants that do not have a unit team registered are permitted to participate with another unit team upon gaining an approval waiver from their Unit E-8 Or ABOVE (see Appendix A for sample letter). Upon notification and a completed Letter of Release the Athletic Office will properly place an individual on a team. Commander's Cup points will only be awarded to the unit team registered; Free agents are not eligible to receive points individually.

Waiver of Liability/ Assumption of Risk

Authorized civilians/dependents participating in sports are required to sign a Waiver of Liability/Assumption of Risk Waiver (see Appendix A for sample form).

Team Sponsorships

Teams are not permitted to gain or accept sponsorships of any kind in relation to their team, whether it is a 'visible' or 'blind' sponsorship. This includes, but is not limited to: advertisement, wearing the visible name, logo, or suggestion of a sponsor; accepting equipment or apparel of any kind; accepting finances to fund team purchases of equipment, apparel or the like; accepting pre-game and/or post-game meals; accepting vouchers for food, drinks, apparel, gear or the like; family members of Intramural participants accepting any of the above or the like.

Teams will be warned and asked once to cover any suspected or apparent materials of this nature. A second offense may cause a team to be removed from the league. The athletic office reserves the right to assess teams for compliance with sponsorship guidelines and assure adherence.

Compliance and enforcement requirements of this nature may not be appealed. Violation of this regulation may result in sanctions, forfeitures, and/or removal of the offending team from the MCCS Athletics Program.

Co-Ed Team Criteria & Regulations

Any co-ed team will play according to the general or recreation rules of that sport (bylaws); co-ed rules for respective sports will not be utilized (ie: extra points in flag football for a female scoring a touchdown). Teams will utilize a 'standard' set of rules for their respective sport.

Coaches

Coaches for Intramural sports teams are designated by the team themselves; the athletic office does not appoint coaches. However, the athletic office reserves the right to remove a coach in cases deemed necessary. All head coaches are required to be a Staff NCO or higher; head coaches act as the POC and are ultimately responsible to

verify player eligibility/unit assignment and for the actions of their team. Assistant coaches are required to be a Sgt or above.

Activities Supported

Activities supported will consist of those activities recognized by the All-Marine calendar and other activities as deemed appropriate. MCCS Cherry Point currently recognizes and supports the following Sports (every sport may not be offered every year due to funding, scheduling, and staffing availability):

Programs will vary from year to year based on interest and feedback. Some sports will have a registration fee.

Intramurals/Commander's Cup

1. Basketball
2. Softball
3. Soccer
4. Flag Football

Tournaments

1. Indoor Volleyball Tournament
2. Dodgeball Tournament
3. Sand Volleyball Tournament
4. Pickleball Tournament
6. Ultimate Frisbee Tournament
7. Fall Softball Tournament
8. Basketball 3 on 3 Tournament

Policies

By-Laws

Bylaws are specific rules set forth for each sport that all participants are required to follow. Each team will receive a copy of their sport's respective bylaws at the mandatory preseason coaches' meeting. It is the direct responsibility of the team coach to ensure all athletes are aware and abide by the bylaws. Individual copies of bylaws are available upon request at the athletic office or by visiting [Adult Sports \(usmc-mccs.org\)](https://usmc-mccs.org).

*Each respective sport' bylaws will include updates to the "Sports Program Handbook" as deemed necessary.

Vehicles

Participants and spectators should not leave their vehicles unattended following the completion of games; all vehicles are required to be removed from the premises following the completion of scheduled games. Overnight parking is not authorized at any sports complex, facility, or field aboard MCCS Cherry Point.

Alcohol, Drugs & Tobacco Policy

The use of any form of tobacco, (including e-cigarettes) drugs, or alcohol during MCCS sports activities is prohibited. This policy applies to all participants, coaches, officials, spectators, and all others involved in the program. There is a zero-tolerance policy for alcohol and drugs present at any intramural event in accordance with MCIEAST-MCB CHPT, SECNAV order 5100.13F, DoD Tobacco Policy/ecigs Dated 2 Dec 20. Head Coaches are held responsible for their team's adherence to this order & policy.

Extra Policy

Pets: In accordance with MCIEAST-MCB CHPT 10570.2 domestic animals are not permitted at MCCS organized activities. Registered service dogs are permitted in accordance with applicable laws.

Personal Property Damage Policy

Participants and spectators parking in the vicinity of playing fields do so at their own risk, knowing that balls, equipment and other objects exiting the field of play may cause damage to their personal property, such as cars, motorcycles, strollers, etc. Participants and spectators that wish to avoid such hazards should park in designated lots or areas at such distances to mitigate the risk of damage to personal property.

Deadlines and Procedures for Teams

Registration Deadline

Each program has a published registration deadline; all teams interested in participating must have a completed registration packet submitted to the sports office by the published deadline.

All packets are accepted on a first-come, first-served basis until all spaces are filled or until the registration deadline, whichever is first. Registration packets submitted after the published deadline will be placed on a waitlist and included on the schedule only as space and scheduling allows.

Mandatory Coaches' Meeting

All registered units/teams must be present at the mandatory coaches' meeting preceding the start of the sports' season or tournament. The representative at the meeting will be listed as the POC and coach of the respective team unless athletics personnel are otherwise informed. Coaches' meetings are a valuable part of the program for obtaining clarification of the rules and policies and to express any concerns about the upcoming season.

Teams unable to attend the mandatory coaches' meeting are required to coordinate with the IM Sports Coordinator prior to the meeting date and make arrangements. If a team fails to show for the mandatory coaches' meeting without appropriate prior notice to the IM Sports Coordinator, the team may forfeit their spot in the program.

Intramural Sport Rosters

Alpha Rosters

All teams are required to submit a completed Alpha Roster for their unit team no later than the registration deadline for the desired sport. The Alpha Roster should include all service members' information (excluding PII) participating. The team's coach is responsible to ensure all athletes are assigned to their respective unit.

Game Rosters

Each team is required to submit a game roster that includes all players (within the roster limit for the respective sport) eligible to participate in the scheduled game by 1400 on the day of the team's scheduled game. Any failure to notify the Sports Office of these changes as directed may result in a forfeit of the offending team.

Tournaments

Please refer to the sports specific bylaws for rules governing rosters for these programs.

Command Endorsement

Interested unit teams are required to obtain command endorsement as part of the registration packet. The forms are located in the athletic office or via website <https://cherrypoint.usmc-mccs.org/recreation-fitness/recreation/sports/adult-sports>, and must be returned with the completed packet by the registration deadline (see Appendix A for sample).

Failure to submit a completed registration packet, including Command Endorsement, by the registration deadline may result in a team not being admitted into the Intramural Program for the applicable sport season due to schedule formation and time constraints.

Equipment

Equipment Provided

Any equipment supplied will be at the discretion of the athletic office based on resources and supplies available at that time. Individual sport bylaws may indicate specific equipment provided for the season.

Equipment Check out Procedures

All Teams receiving any property of the Cherry Point Athletics will utilize a standard check-out procedure to obtain necessary items. This process will be explained and executed at the time of check out. Coaches will be held responsible for all equipment issued to their unit team as stated in the Gear Inventory (see Appendix C for form). All unit teams failing to return issued equipment may have the cost of those items garnished from their unit funds.

Sub-signing equipment to individual athletes is encouraged to avoid the unit and/or coach being held personally responsible for unreturned equipment.

**Equipment issue procedures may differ in some leagues or locations.
Amendments to this handbook will be noted in the respective sport's bylaws.*

Equipment Return Procedures

All issued equipment, uniforms, and other items obtained from the Athletic Office are required to be returned to the IM Sports Coordinator within 15 calendar days

of the completion of the sports' season. All items are to be returned in clean and sanitary condition; uniforms washed and stain free, protective gear in proper order and undamaged, etc. Unit teams failing to return items may have the cost of those items garnished from their unit funds wages, (see Appendix A for form).

Equipment/Items Not Provided

Personal items are not provided for any athlete/team, ie: socks, cleats/shoes, necessary under garments, mouthpieces, joint braces or medically issued devices, etc.

Equipment/Item Regulations

All items provided by the athletic office are rated, checked and certified as required by governing bodies and safety regulations according to sport.

All personally provided equipment/items, must meet any/all regulations set forth by the governing body of the respective sport and/or regulations set forth by the league officials and league regulations.

Games & Scheduling

Teams are expected to be at scheduled games on time and in proper gear for competition.

Game Schedules

Games will be arranged and scheduled by the IM Sports Coordinator. Field arrangements and assignments for scheduled games will be coordinated by the IM Sports Coordinator.

**The IM Sports Coordinator reserves the right to alter, change, or adjust the format or schedule of a league, tournament, or other scheduled activity in cases where it is deemed necessary or essential to the continuation or completion of the program for any reason.*

Reschedules

Games will be considered for rescheduling only in the case that the conflict is a unit function such as field exercises, briefings, etc. or weather-related issues. Games will not be considered for rescheduling because of personal or inter-team issues such as leave. The IM Sports Coordinator will notify the POC for each team of schedule changes; it is the responsibility of the POC to inform their respective team/athletes of schedule changes.

Games requiring rescheduling due to unit functions need to be addressed with the IM Sports Coordinator as soon as a conflict is recognized but no later than 1400 on the day of the scheduled game. Notifications of scheduling conflicts are to be addressed in writing before the scheduled game and failure to notify the Sports Office in advance may result in forfeiture of the missed game.

Rescheduling due to a unit exercise will be permitted only:

- if the game could influence the league standings.
- if time and existing scheduling permits; and
- in coordination with the opposing team and Athletic Office.

If the game(s) in question has no impact on the league standings it may or may not be rescheduled; even when proper notification is used.

Weather Conflicts

Patron safety and welfare is of paramount concern to M CCS. Inclement weather can compromise patron safety. Game delays and/or cancellations due to weather are unavoidable and can be hard to forecast. The Athletic Office will make every effort to avoid delays and/or cancellations but they will occur when patron safety is at risk. In instances where multiple games are scheduled, weather-related game cancellations may not all occur at the same time; therefore, please plan to play your scheduled game unless otherwise notified by the Athletic Office.

In the event that severe weather occurs during the course of game time, the on-site M CCS staff member will be responsible for making the call to delay or cancel the game. If a M CCS staff is not present at the field for any reason to make the call, the responsibility of the call will be deferred to head official(s) on site at the time. Every effort will be made to initially delay the game, instead of canceling, and resume when the conditions improve.

In the event of lightning during game time, the game will be stopped and postponed to a later date and time.

Rescheduled games due to weather/safety concerns will be conducted on a case-by-case basis and will be rescheduled ONLY as time and existing scheduling allows in accordance with the rescheduling policy (see above). The Athletic Office will notify appropriate personnel of weather-related cancellations and rescheduled games in the timeliest manner possible surrounding the situation.

Unexcused Absence of Team

Failure to report an absence for any reason is considered poor sportsmanship. Unexcused absences from scheduled games will result in forfeiture for the team failing to appear. Teams are expected to notify the Athletic Office as soon as possible if they cannot attend their scheduled games.

Sanctions for Forfeits

There are two (2) forms of forfeiture. A voluntary forfeiture occurs when a team announces it is forfeiting a game because the team is unable to meet the basic standard of play (i.e. not enough players) before the game begins or because of actions that happen during the game.

In this instance, the team not forfeiting wins. A punitive forfeiture occurs when a team has been found to have broken the rules of the local bylaws/policy or sanctioning body during a game. Any team charged a forfeit during the duration of the scheduled league, for a voluntary or punitive forfeit to include but not limited to illegal player, will not be eligible for the post season championship tournament, regardless of the team's league standing or record. Two forfeitures during a season may result in the removal of the team from the league.

Grievances

Athletes and coaches have the right to file appropriate grievances for issues such as, but not limited to, suspected participation of illegal athlete/coach; misconduct of a game official; suspected violation of the code of ethics; etc. Grievances must be submitted in writing within 24 hours of the game by the head coach (grievances will not be accepted for issues concerning governing body rules).

Protests of governing body rules or judgment calls will not be recognized. Game officials will be the ruling body once the game begins. Questionable situations/calls need to be addressed before the next play is initiated. Failure to address questionable situations within these guidelines may result in the protest being dismissed.

Any coach, and or team, who withdraws from a game after start time and before official completion of the game, will forfeit all rights to protest and may be subject to disciplinary actions by the Athletic Office. These circumstances will be reviewed on a case-by-case basis.

Code of Conduct/Ethics for Intramural Involvement

The code of conduct/ethics applies to all parties relative to all athletic programs, facilities, and personal interactions and communications; this may be applied in addition to penalties assessed to ejected players, coaches, and spectators. The jurisdiction of the Athletic Office and its appointees in reference to the code of conduct begins when the participant/spectator enters the visual confines of the field/court and ends when the involved persons leave the facility area in which the contest is being held and or the visual confines of the area (including parking lots, restrooms, and other auxiliary facility surroundings within reason).

Athletes and coaches will demonstrate the highest level of respect and sportsmanship to all involved parties of the sports program, both on and off the field of competition, in 'home' and 'away' events. Athletes, coaches, and spectators failing to adhere to the code of conduct/ethics will be reprimanded and/or removed from the league as set forth in the following procedures.

1. Athletes, coaches, and spectators will show the highest level of respect to fellow teammates, opponents, game officials, and official personnel on and off the field of competition.
2. Athletes, coaches, and spectators will adhere to, and respect, the local agency rules and regulations that govern their respective sport as well as any affiliated national governing body's set of rules (ex: NCAA, FIFA, etc.)
3. Athletes, coaches, and spectators will adhere to, and respect, the rules and regulations set forth for the sports program by the MCCS Athletic office.
4. Only designated team captains may address officials with concerns of rules, tempo, and/or atmosphere of the game.

No Tolerance Policy

OFFENSE	ACTION(S)	LENGTH OF SANCTION(S)	SANCTION(S)
LEVEL 1	Excessive Profanity Taunting/baiting (first offense) Argumentative/Unruly Behavior Failure to comply after Warning Other Offenses deemed level 1	One (1) week	Immediate removal from site; plus, one week ban from all Intramural programs, activities, and facilities.

LEVEL 2	Verbal abuse inciting unruly behavior Taunting/baiting (second offense) Abuse/damage to property Failure to comply with smoking/tobacco/alcohol policy Other offenses deemed level 2	Two (2) weeks	Immediate removal from site; plus, two weeks ban from all Intramural programs, activities, and facilities
LEVEL 3.1 “No Tolerance”	Fighting/ violence Verbal/written threats Belligerence, racial slurs or degrading comments Possession/use of illegal drugs other offenses deemed Level 3.1	One (1) Year	Immediate removal from site; plus, sanctions according to severity of offense. *
LEVEL 3.2 “No Tolerance”	Assaulting a patron, official or staff member Weapons possession/use Other offenses deemed Level 3.2	Two (2) years	Immediate removal from site; plus 2-year ban from all division programs, activities and facilities (possible criminal offense per state statute) *

Inexcusable acts are defined as acts committed that fall outside the specific actions noted above but are more serious than a minor offense. These actions and issues will be reviewed and processed on a case-by-case basis as deemed necessary by the athletic office.

Reprimand, punishment, and/or removal from the sports program will be decided at time of offense review.

****Level 3.1 and 3.2 offenders must petition to appear before the Semper Fit athletic branch to seek reinstatement after their ban expires.***

Sanctions under “No Tolerance” Policy

Any athlete removed from a game, practice, or the program, for behavior listed under the “No Tolerance” policy will not be allowed to return to the Sports program for the remainder of the season. Return to the Sports Program will be granted on a case-by-case basis at the discretion of the athletic office.

Ejections

The MCCS Cherry Point Sports Program and its appointees, reserves the right to eject any coach, player, or spectator who interrupts the flow of the game, either on the field or surrounding areas, in any manner. Active players do not need to accumulate the minimum number of infractions to warrant an ejection if the disruptive action warrants an ejection.

Players, coaches and spectators may be ejected before, during or after any competition; ejections can be made by any official, MCCS athletic staff member, or appointee present at the time.

If necessary, team coaches/captains are responsible to assist the MCCS staff and officials on site obtain the ejected person's identification. All ejected persons must leave the facility immediately and may not return to the field of play until they have met with appropriate MCCS athletic staff for reinstatement. If an ejected person refuses to leave in a timely manner, the game may be suspended and or the offending team may be charged a forfeit. MCCS Cherry Point staff, officials and their appointees reserve the right to contact PMO if deemed necessary in these cases.

****Specific bylaws may also specifically denote other grounds for ejections; please refer to sport specific bylaws for additional grounds for ejection.***

Game Attendance

Any athlete removed from a Sport under the No Tolerance Policy CANNOT be in attendance at the remainder of scheduled games/games suspended from participation privileges.

Appeal Rights

Any Athlete, Coach, or spectator removed from participation has the right to appeal the decision. Appeals must be made within 24 hours of penalty implementation and must come from the head coach of the appealing team. Please see Appendix B for appeal process and forms.

Appendix A

Registration Packet:

1. Team Information Form
2. Command Endorsement (Unit Teams ONLY)
3. Coaches Information Form (LOI)
4. Official Team Roster
5. Letter of Release (when applicable)
6. Code of Conduct Form Per Participant
7. Waiver of Liability/Assumption of Risk (non-Active Duty ONLY)
8. Free Agent Form (interested participants without a team ONLY)



Team Information Form

(PLEASE PROVIDE ALL INFORMATION REQUESTED)

SECTION I

Intramural Sports: Verify below and move to section II

- ALL of your team members are active duty and assigned to the same respective unit.
- The coach(es) has read, understands and will abide by the bylaws and uniforms rules and regulations associated with Intramural Sports Programs.
- I have verified athlete eligibility requirements for the sport I am registering for.

SECTION II

Please check one:

- Team will be using uniforms issued from the IM Sports Program

First come, first served on the colors available.

- Team will provide their own uniforms

**Uniforms colors are assigned on a first come first serve basis. Ensure you verify approval with your Sports Coordinator prior to purchase.*

Requested Team Colors:

(Please see Uniforms section of the Bylaws for complete description of uniform regulations and color reservation process; first choice colors are not guaranteed)

Primary Color: _____

(shirt/uniform color; be specific ie: lime green, royal blue, etc)



Command Endorsement

I HEREBY APPROVE PARTICIPATION IN THIS ACTIVITY.

REQUESTED UNIFORMS BE ISSUED BY MCCS* YES NO

*Quantities are limited and will be issued on a first come first served basis by MCCS. Color and availability are not guaranteed.

REQUESTED EQUIPMENT BE ISSUED BY MCCS YES NO

*Quantities are limited and will be issued on a first come first served basis by MCCS.

(BY CHECKING NO, I AGREE THE TEAM WILL SECURE APPROPRIATE UNIFORM AND/OR EQUIPMENT ON THEIR OWN).

PRINT NAME (Rank, Last, First): _____

SIGNATURE: _____ DATE: _____

OFFICIAL ENTRIES ARE DUE BY THE REGISTRATION DEADLINE AND MUST BE SIGNED BY YOUR COMMANDING OFFICER (CO), E-8 OR ABOVE. SPACE IS LIMITED FOR ALL LEAGUES. THE UNIT WILL BE RESPONSIBLE FOR THE ACCOUNTABILITY FOR ANY GEAR ISSUED TO THE COMMAND AT THE END OF EACH SEASON. EACH UNIT WILL HAVE 15 DAYS FROM THEIR LAST SEASON/PLAYOFF GAME TO REPLACE OR PURCHASE ALL MISSING EQUIPMENT. IF ADDITIONAL INFORMATION IS REQUIRED, PLEASE CONTACT IM SPORTS COORDINATOR AT 252-466-2390.

Cherry Point Intramural Sports

Letter of Intent

Sport _____ **Entry Fee: \$0 (Active Duty)**

Unit Name:

Team Name:

Team Coach:

Rank (SSgt or above):

Coach's Telephone Number: HM#

CELL#

Coach Email Address:

Alternate Team POC:

Rank (Sgt or above):

Alternate POC Telephone Number: HM#

CELL#

Alternate POC Email Address:

If your team will be prevented from competing during this season due to military commitment's, please specify dates:

Command Representative Signature: _____

Print Name/Rank: _____ **Date:** _____

We require a signature from a Command Representative before LOI is turned into the athletic office.

(E-8 or above may sign)



OFFICIAL SPORTS ROSTER

Sport: _____ Unit: _____ Team Name: _____

Coach and Assistant Coach Information

Name (Rank – SSgt or above, Last, First): _____

Email: _____ Phone (Work): _____ (Cell): _____

Name (Rank - Sgt or above), Last, First): _____

Email: _____ Phone (Work): _____ (Cell): _____

Team Roster

Table with 6 columns: Rank, Last Name, First Name, Male/Female, Meets Eligibility Requirements, Status (Dep, DoD, Ret, Active). It contains 15 rows for roster entry.

LETTER OF RELEASE (Free Agents)

NAME OF PLAYER REQUESTING RELEASE (Rank, Last, First):

ORGANIZATION OF CURRENT ASSIGNMENT (Unit):

DATE:

THE PLAYER LISTED ABOVE IS REQUESTING PERMISSION TO PARTICIPATE IN THE

_____ LEAGUE FOR THE _____ SEASON WITH THE

(Sport)

(Year)

ORGANIZATION REQUESTING PLAYER RELEASE (Unit):

NAME OF COACH (Rank, Last, First):

BY SIGNING BELOW, I AWCKNOWLEDGE THAT THE ABOVE PLAYER IS AUTHORIZED FOR RELEASE.
SINCE HIS/HER RESPECTIVE UNIT WILL NOT BE FIELDING A TEAM IN THAT SPORT.

COMMANDING OFFICER/SERGEANT MAJOR (Print Rank, Last, First):

SIGNATURE:

DATE:

PHONE:



Code of Conduct for Intramural Involvement

The code of conduct applies to all parties relative to all athletic programs, facilities, and personal interactions and communications; this may be applied in addition to penalties assessed to ejected players, coaches, and spectators. The jurisdiction of the Athletic Office and its appointees in reference to the code of conduct begins when the participant/spectator enters the visual confines of the field/court and ends when the involved persons leave the facility area in which the contest is being held and or the visual confines of the area (including parking lots, restrooms, and other auxiliary facility surroundings within reason).

I will show the highest level of respect to fellow teammates, opponents, game officials, and official personnel on and off the field of competition.

I will adhere to, and respect, the local agency rules and regulations that govern their respective sport as well as any affiliated national governing body's set of rules (ex: NCAA, FIFA, etc.)

I will adhere to, and respect, the rules and regulations set forth for the sports program by the MCCS Athletic office.

I recognize that ONLY head coaches may address officials with concerns of rules, tempo, and/or atmosphere of the game.

I acknowledge that failing to adhere to the code of conduct/ethics will be reprimanded and/or removed from the league as set forth in the No Tolerance procedures.

I understand that by breaking any of the above will result in an automatic removal from the game, and a 24 hour cooling off period before I can approach the athletic office.

By signing below, I acknowledge that I have received and read the Sports Program Handbook and agree to follow the rules and policies outlined within. I understand that I will be held to all the rules and policies. I accept that if I break any of the rules and/or policies that I will accept the consequences outlined within the handbook.

Print Name

Signature

Date: _____

WAIVER OF LIABILITY, HOLD HARMLESS, AND ASSUMPTION OF RISK
AGREEMENT FOR THE BENEFIT OF THE U. S. MARINE CORPS

In consideration for permission granted me by MCCS - Semper Fit, USMC, MCAS, Cherry Point, North Carolina, to engage in _____, I the undersigned participant, intending to be legally bound, hereby promise to waive for myself, my guardians, heirs, executors, administrators, legal representatives, and any other persons on my behalf any and all rights and claims for damages, demands, and any other actions whatsoever, including those attributable to simple neglect, which I may have against any of the following persons/entities: the United States of America; the Department of Defense; the Department of the Navy; the U. S. Marine Corps; MCAS, Cherry Point, and any and all individuals assigned to or employed by the United States, including but not limited to: the Secretary of Defense; the Secretary of the Navy; the Commandant of the Marine Corps; the Commanding Officer, MCAS, Cherry Point in both their official and personal capacities; any medical support personnel assigned thereto; and those persons or entities' representatives, successors, and assigns; which said injuries arise as a result of the participation which is the consideration recited above.

I ALSO VERIFY THAT I HAVE FULL KNOWLEDGE OF THE RELATED RISKS. I EXPRESSLY, KNOWINGLY, AND VOLUNTARILY ASSUME THE RISK(S) INVOLVED, AND AGREE TO HOLD THE UNITED STATES AND ALL OTHER BENEFICIARIES LISTED ABOVE, HARMLESS FOR ANY RESULTING INJURY SUFFERED BY ME IN THE COURSE OF SUCH USE OF FEDERAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, ANY INJURY SUFFERED BY REASON OF PARTICIPATION IN OR USE OF _____.

WHICH MAY BE CAUSED BY THE NEGLIGENCE OR FAULT OF ANY OTHER PERSON, WHETHER EMPLOYED BY THE FEDERAL GOVERNMENT OR NOT; OR ANY OTHER INJURY, OF ANY NATURE WHATSOEVER, WHICH MAY BE SUFFERED BY ME.

I understand that this Wavier of Liability, Hold Harmless, and Assumption of Risk Agreement will remain effective until the Commanding Officer, MCAS, Cherry Point receives notice of and approves cancellation. I further understand that, should I decline to execute this agreement or cancel it, I will not be permitted to participate in _____.

I further agree to give the U. S. Marine Corps written notice of any claim or suit possibly coming within the scope of indemnity provided for by this Agreement. Such notice will be promptly delivered to the Civil Law Section, Legal Services Support Team, MCAS, Cherry Point. Upon written request of an

indemnatee, indemnitor will assume the defense of any claim, demand, action, or proceeding as soon as practicable.

_____	_____	_____
Printed Name of Participant	Signature of Participant	Date
Phone Number: _____	(Parent or Guardian of a Minor Child Participant)	
_____	_____	_____
Printed Name of Witness	Signature of Witness	Date

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013; 10 U.S.C. 5041; MCO P1700.27B W CH 1; MCO 1700.39; E.O. 9397, as amended; and SORN NM01700-1.

PRINCIPAL PURPOSE: Information requested will be used to manage and administer Marine Corps Morale, Welfare, and Recreation (MWR) services provided to authorized patrons.

ROUTINE USES: To Marine Corps MWR personnel with a need-to-know to meet the purpose. In addition, a complete list and explanation of applicable Routine Uses is included in SORN NM01700-1, "DON General Morale, Welfare, and Recreation Records," accessible at <http://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570424/nm01700-1/>.

DISCLOSURE: Providing this information is voluntary; however, failure to provide requested information may result in an inability to access Marine Corps MWR services.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information varies based on the service provided. Send comments regarding burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.



INTRAMURAL SPORTS FREE AGENT

- This form should be completed by any player interested in being placed on a team, whose unit is not submitting a team for the desired sport, Cherry Point Intramural Program.
- Completing this form does not guarantee placement on a team; players will be placed on a first come first-served basis with preference given to Active Duty personnel.
- Requests to be placed on a specific team are not guaranteed; decisions on final placement rests solely with the athletic office.
- We do not guarantee the competitive or recreational nature of the team you may be placed on. Free agents may not switch teams after placement.
- A Waiver of Liability/Letter of Release (whichever is applicable) must be submitted before you can participate in a game.
- **All Free Agent forms must be submitted no later than one week after the start of the season play. Free agent placements will not be made after the third week of the season play except on a case by case basis.**
- Please return completed forms to the Athletic Office (for email submissions, please send them to chptathletics@usmc-mcc.org)

Cherry Point Office:

Marine Dome

Blg 287

252-466-2390

Please Provide the following Information

The information provided in this form may be given to team coaches for the contact purposes; please provide complete and accurate information.

Name:

Sport:

Check one: Active Duty AD Family Member DoD MCCS Retiree

Unit:

(Complete Name of unit, if applicable)

Work Phone:

Cell Phone:

Email:

(please provide an email address you check regularly)

What method of contact do you prefer? Work phone Cell Phone Email

Are you interested in coaching? Yes No

Appendix B

Appeal process and rights



No tolerance policy violation formal appeal

Any intramural athlete or coach has the right and opportunity to appeal disciplinary actions handed down by the Athletic Office and its appointees under the No Tolerance Policy and/or Misconduct Policy. All Appeals must be in writing on the formal appeal form and submitted to the Athletic Office within 24 hours of penalty implementation. An appeal does not guarantee reversal, repeal or reinstatement.

Name: _____
Sport where violation occurred: _____
Date of violation: _____
Violation: _____ <input type="checkbox"/> First Offense <input type="checkbox"/> Second Offense <input type="checkbox"/> Third Offense
Penalty Issued: _____
Appeal Defense (attach pages if needed): _____ _____ _____ _____ _____ _____

Sport Office Use Only

Appeal: Denied Granted Altered/Adjusted Penalty

Altered Penalty (if applicable): _____

Reason: _____

Date: _____ Signature: _____

Effective Date(s) of Penalty to be served: _____



No Tolerance & Misconduct Policy Violation

This form is to be completed and retained by the Sports Office upon handing down penalties for No Tolerance and Misconduct Policy Violations. This form requires the signature of the athletic director (or acting) before penalty is official.

Name of Violator: _____	
Sport where violation occurred: _____	
Date of violation: _____	
Violation: _____	
Witness(es):	<input type="checkbox"/> Witnessed by Sports Office Official
Name: _____	
<input type="checkbox"/> Witnessed by Game Official	
Name: _____	
<input type="checkbox"/> Witnessed by Teammate	
Name: _____	
<input type="checkbox"/> Witnessed by Opponent	
Name: _____	
<input type="checkbox"/> Other: _____	
Name: _____	
Recommended penalty (include reference to MCO, handbook, etc. where applicable): _____ _____	
Sport Office Use Only Penalty Confirmed/Altered by Sports Branch Head	
Alteration/changes to recommended penalty (if any): _____ _____	
Date: _____	Signature: _____
Effective date(s) of penalty to be served: _____	

Appendix c

Equipment Inventory

Cherry Point Sports Gear Inventory

Please provide all information in Yellow shaded areas

Last Name: _____ **First Name:** _____

Rank: _____ **Unit:** _____

Phone#: _____ **Work:** _____

Email: _____ **check one: Athlete**

Sport: _____ **Coach**

The following equipment listed below is to be used for softball season. Please initial each item as received and sign the bottom to obtain equipment. This receipt will be held as the official issue of gear inventory and held by the MCCS Cherry Point Sports Office.

Item	Size	QTY	Number	Price (ea)	Total	Initial
Glove						
Bat						
Softball						

By signing below, I _____ (print name) acknowledge that I have received the above listed equipment and am responsible to return all equipment issued to me within 15 days of the completion of the respective sport's season. Items are to be returned to the sports office between the hours of 0730-1600. By signing, I understand that I am to use the issues equipment or the said reason only of participating in the named sport. I understand if any of the equipment listed above is not returned, I am fully responsible to reimburse MCCS Cherry Point Sports office for the cost listed.

Signature of Athlete/Coach: _____

Date: _____

Sports office use only

_____ All above items were returned on time and in proper order.

_____ Items missing from the list.

Missing Items: _____

Total Cost of Loss: \$ _____

Signature of official: _____ Date: _____