ADMINISTRATIVE AND OPERATIONAL PROCEDURES FOR

2017 INTRAMURAL SPORTS PROGRAM

**FORT BLISS**

1. **REFERENCES:**

AR 215-1, Non-appropriated Fund Instrumentalities and Morale, Welfare and Recreation Activities, 24 September 2010.

1. **PURPOSE:**

To provide policy and procedural guidance for the conduct of the Fort Bliss Military Community Intramural Program.

 3. **PROGRAM OBJECTIVE:**

a**.** To promote unit morale, Esprit de Corps, teamwork, physical fitness and to develop leadership and sportsmanship

b. To select qualifiers to represent Fort Bliss in the Army 10-Miler.

 4. **COMMANDER’S CUP DIVISIONS:**

a. AA Division

(1) 32nd AAMDC/11th ADA Brigade

 (2) 1-1 AD

 (3) 2-1 AD

 (4) 3-1 AD

 (5) CAB

 (6) 1 AD Divarty (including 86 ESB)

 (7) 1 AD Sustainment BDE

b. A Division

 (1) 204 MI

 (2) 7 ASOS

 (3) 31 CSH

 (4) 93 MP

 (5) Garrison

 (6) 5th Armor

 (7) WBAMC

 (8) USASMA

 (9) BMC

 (10) JFT North

 (11) DENTAC

 (12) 76/167 MP CO

 (13) 204 STS

 (14) SFS RTC

 (15) German AF

 (16) OTC

 (17) MEPS

c. League Structure: Each MSC Command will register in the following leagues with the coordinators as indicated below:

32nd AAMDC/11th BDE League POC: Avery Guillermo, 744-5792

 Armor League POC: Matthew Orlowski, 744-5793

 Independent League: Paul Fernandez, 568-6725.

 d. Please see Appendix A for breakdown of units.

 **GENERAL:**

a. Commanders are encouraged to support the sports program to the fullest extent possible. Sports provide an adjunct to physical training thereby maximizing physical activity by military personnel.

b. Each MSC is strongly encouraged to assign an individual as the Athletic & Recreation (A&R) Representative.

c. Divisions will be formed within each league.

d. During regular season play, each MSC/tenant unit can submit as many teams as they wish. The league coordinators have the authority to invoke registration caps if they deem necessary.

e. For Team Sport Post Championship Tournament Competition, the Fort Bliss Intramural

Sports Coordinator will organize a tournament for sixteen teams per the guidelines below:

(1) Each League will be represented with teams from their respective leagues. IE: 4- 32nd AAMDC/11th BDE League, 4-Independent League, 8- Armor League.

(2) The Fort Bliss Sports Director will have final authority on any disputes regarding the seeding and placement of teams for each tournament.

 6. **ELIGIBILITY:**

 a. Active duty military personnel assigned or attached to Fort Bliss on official orders are

 eligible to participate in Commander’s Cup Competitions.

b. All units in the Fort Bliss Military Community (company, battery, and detachments) are eligible to enter an unlimited number of teams, as long as all members are assigned or attached through official orders, in Intramural League Play offered by the Fort Bliss Sports Office.

 7. **UNIT LEVEL**

 a. Unit level competition will be limited to regular Tables of Organization and

 Equipment/Tables of Distribution and Allowances (TOE/TDA) companies,

 batteries, troops, and equivalent sized units. Exception to this policy is outdoor soccer,

 golf, and trap and skeet, see 10b.

b. Participation with one company level team renders the individual ineligible to

participate with another company team during the current season. Participants who change

units during the season will still be considered part of the original company they started

the season with

c. EXCEPTIONS: Participant will have been assigned or attached by orders to the unit he/she represents before the start of the season, unless:

(1) The individual is a member of an inactivated or reorganized unit, has transferred to a newly activated or reorganized unit, or has transferred from one major command to another.

(2) Exempt are personnel who are on rehabilitative transfer as stated in orders in agreement with para 5e(1), AR 635-200. These soldiers may participate even if transferred subsequent to the beginning of the season

(3) In the event a unit does not have enough interested individuals to field a team for a particular sports season, personnel from that particular unit may still participate by submitting a written request of release from the Commander or First Sergeant to their unit’s League Coordinator (para 4c).

I. The soldiers will be placed in a player’s pool and assigned to teams at the discretion of the League Coordinator. Priority will be to place the players within their battalion and brigade.

II. Players will not be eligible to play in a different division.

III. Any team picking up more than two players from the players pool, will be ineligible for the post playoffs.

IV. If placed on another team, their Commander or First Sergeant must sign a memorandum releasing them to play for another company. The receiving company Commander or First Sergeant must sign a memorandum acknowledging that they accept the player onto their company team.

 (4) Unit Commanders, League Coordinators, and the Intramural Coordinator will ensure

 all players meet the eligibility requirements.

 (5) Player Eligibility: If any player fails to meet the eligibility requirements, the

individual or team contested will be declared a forfeit and a win awarded to the opponent (individual or team).

(6) Each participating team will be authorized one coach. The coach will be designated on all rosters. The coach is not eligible to participate as a player when a full roster of players exists for competition. If the actual number of players present is less than maximum number authorized, then the coach may participate.

 8. **OPEN EVENTS: \**

a**.** Active Duty Military assigned to Ft. Bliss, Ft. Bliss DOD Civilians and Family Members are eligible to participate in non-Commander’s Cup Competitions. Eligibility IDs will be required for proof of eligibility at request of league coordinator.

(1) Eligible players may play for only one team in a given season. Players will be considered part of the first team they play with in the regular season.

(2) There are no unit restrictions relating to team composition in the leagues open to civilians or Family Members.

(3) Players must play for their respective team at least one game to be eligible for any post season play.

(4) Rosters will be submitted for teams moving on to post season play. Reminder: players must have played legally one game in the regular season to eligible for post season play.

 9. **ENTRIES:**

 a. Units may enter one or more teams in their respective Intramural Division by

submitting a **Letter of Intent (LOI)** to the League Sports Coordinator **two** weeks

before the Intramural season begins or no later than date specified by Coordinator. The

unit A&R Representative, or coach, will provide a copy of the **roster** to the League

Coordinator **one-week** before the first game. Rosters must be typed with members’ first

and last names and a phone number of the coach or representative of the team. The

Commander/First Sergeant of the battery/company must sign rosters. Players will only

play on one of the unit teams. If one of the teams drops out of the league, Soldiers that

have participated with that team may NOT play with any other team that season.

b. Units are authorized to drop or add players to their roster at will. However, it is the responsibility of the coach or the unit A&R Representative to inform the League Coordinator, or Intramural Coordinator of roster changes prior to added players actually participating in a scheduled game.

c. Units must submit their **final** team roster prior to league championship. Players can no

longer be added or dropped after league championship tournament play begins. Exception

will be considered on an individual bases. Extenuating circumstances must be present to

be considered for exception to the roster provision. For any post season play, players

must have played with their respective team legally at least one game in the regular season.

 10. **ESTABLISHMENT OF LEAGUES**

a. Units are authorized to form intramural leagues at company level in their respective Divisions in the following:

(1) Team Sports – Basketball, bowling, indoor soccer, volleyball, softball, flag football, and golf.

(2) Individual Sports – 5K and 10K runs, 10 Mile Qualifier, Trap & Skeet and Swimming.

b. Units are authorized to form BDE/BN level teams in the following team sport: Outdoor Soccer, Trap and Skeet, Golf, and Bowling.

c. League schedules, for team sports, will be published at least one week prior to start of league play. Individual sport brackets will be published a minimum of three days prior to start of competition.

 11. **TYPES OF COMPETITION:**

Round robin, single or double elimination competition will be based upon the following factors:

 a. Time limitations due to military training schedules.

b. Number of participants per league.

c. Availability of facilities, i.e., courts, fields

d. Availability of staff.

e. Availability of supplies and equipment.

 f. Availability of funds.

 12. **LEAGUE PLAY:**

 a. Contests may be postponed, or canceled, due to military commitments, only if 50% of

roster is affected. Units must notify their respective League Coordinators of military

commitments at time LOI is submitted.

b. Postponed contests will be rescheduled, providing the game has bearing on the league placement. As stated in 12(a); only military commitments, which affect 50% of roster, will warrant postponement, or cancellation, of scheduled games (i.e., field exercises and military alerts). Company planned activities (i.e., GI parties, inspections, unit organization days, Hail and Farewell’s) will be recognized as military commitments.

c. The scheduled starting time is considered forfeit time for all Intramural, team and individual sports, unless otherwise stipulated in the specific sport MOI.

d. Every effort will be made to ensure that all scheduled contests are played.

e. If a team is dropped, or withdraws, from league play, all games played will stand. The remaining scheduled games will remain on the schedule and be considered wins for those opponents, unless stipulated by the League Coordinator.

f. Teams which forfeit two games without notifying director, or contests, will be dropped from the league or tournament play. The League Coordinator, or the Intramural Coordinator, will notify the Commanders of the units involved.

g. Players of teams that have been dropped from the schedule due to forfeits are not eligible to participate with any other team during the remainder of that sport season. By doing so, will automatically disqualify current team from league and tournament play.

 13. **EQUIPMENT:**

 a. The respective Sports Coordinators will provide footballs, basketballs, soccer balls,

softballs, and volleyballs, to the participating team/individual prior to each game.

b. The Fort Bliss Sports Office will coordinate facility and field maintenance requirements.

 14. **PROTESTS:**

a. A protest concerning **eligibility** must be submitted in writing to the League Coordinator by 1300 hours the following working day. A ruling will be decided before the teams next scheduled game.

 15. **CONDUCT:**

 a. Any unsportsmanlike act such as verbal abuse, profanity, threats and fighting have no

 place in the Fort Bliss Military Community Sports Program, and will not be tolerated.

 b. Units are required to assist the Sports Office in disciplining those who disrupt and

 distract the community from the common goals of competition and recreation.

c. **Swearing and abusive remarks** directed towards opponents, officials, fans, or

supervisors are behaviors which casts a negative atmosphere over intramural play and may lead to more serious problems. Officials will penalize such behavior with a technical foul/unsportsmanlike conduct penalty.

(1) The first technical/unsportsmanlike conduct received by a player will result in an ejection from the game and a warning being filed. The second technical/unsportsmanlike conduct will result again in an ejection from the game and that player must now meet with the Sports Director for a possible suspension. The third technical will result in an automatic ejection from the league.
(2) Team member, captain, coach, spectator or the entire team may be asked to leave the playing area if displaying unsportsmanlike conduct or abusive language. Any contest may be forfeited by the official and/or supervisor of the activity when a team, a team participant, captain or coach exhibits unsportsmanlike conduct or disruptive behavior during the contest. Team captains or coaches may be warned prior to forfeiting the contests; however, it will be at the discretion of the officials to forfeit that contest if deemed necessary to avoid a violent confrontation.

d**. Other unsportsmanlike conduct penalties** will penalized as directed below.

(1) The second technical/unsportsmanlike conduct in a game will result in an ejection from the game/fitness center and that player must now meet with the Sports Director for a possible suspension. The third technical will result in an automatic ejection from the league.

(2) Any player, coach, or spectator ejected or asked to leave the playing area (i.e., field, gymnasium, or court) must do so immediately. This person must leave the area “sight and sound.” Failure to do so will cause the contest to be forfeited.

(3) Captains, coaches, or players removed from an Intramural contest by a sports official, a member of the sports staff, or any other person acting in an official capacity, are ineligible for further competition until the Intramural Coordinator or his/her designee has assessed the proper penalty for the ejection. In all cases, the minimum penalty of a one game suspension will apply. A more severe penalty may be assessed if deemed necessary by the Intramural Coordinator.

e. Team member, captain, coach, spectator, or the entire team may be asked to leave the playing area if displaying unsportsmanlike conduct or abusive language. Any contest may be forfeited by the official and/or supervisor of the activity when a team, a team participant, captain or coach exhibits unsportsmanlike conduct or disruptive behavior during the contest. Team captains or coaches may be warned prior to forfeiting the

contests; however, it will be at the discretion of the officials to forfeit that contest if deemed necessary to avoid a violent confrontation.

f. Any team(s) or individual(s) involved in a fight will be disqualified for the remainder of the season.

g. Any coach, captain, or player who grabs, punches, pushes, elbows, kicks (or any similar behavior) a teammate, opponent, official or spectator will be ejected from the game and receive a mandatory two game suspension. The Intramural Coordinator may suspend for the remainder of the season or for one calendar year from the date of the incident the individual, depending on severity of incident.

h. Ejection penalties carry over from one sport season to another, as well as from regular season play to championships.

i. When actions dictate, the Sports Office will request, in writing, to the unit commander for the replacement of his or her coach.

j. Alcoholic beverages are not permitted in or around the playing area. Contests may be forfeited if alcohol is present. Teams and individual team members may be barred from further competition for possessing alcoholic beverages or possessing a strong odor of alcohol on the breath during any altercation with the officials, team members or opponents.

k. Consumption or possession of beverages and food is strictly limited to the lobby of community gymnasiums. Tobacco products are prohibited in all sports facilities. These items are prohibited from use in locker rooms, weight rooms, racquetball courts, viewing areas and main area of these facilities.

 16. **RESPONSIBILITIES:**

 a. All unit commanders, unit level intramural teams, and individuals:

(1) It is the responsibility of the unit commander to appoint the coach of his/her unit team. Selected personnel should have working knowledge of the sport they will coach.

(2) One coach, or A&R Representative, must attend all pre- season coaching clinics conducted by the Sports Office. Units must comply to be eligible to compete in the current Intramural season.

(3) Commanders are urged to promote maximum participation at the pre-season sports clinics.

(4) Coaches and/or A&R Representatives are responsible for the conduct of their teams. Personnel in charge must conduct themselves in a professional manner at all times. When the conduct of team members is in question, the burden of resolving the issue rests on the coach and or the A&R Representative. If the coach and/or A&R Representative cannot rectify the situation, the official and/or sports staff will take appropriate actions as set forth in the official rule book in use and this MOI.

(5) Coaches, A&R Representatives, and officials should work closely together to keep the contest under control.

(6) Unit commanders will use all available media to motivate maximum participation and stimulate spectator interest for the Intramural Program.

(7) Unit commanders will encourage participation in individual sports (i.e., racquetball, tennis, golf, etc.)

(8) S-1’s will ensure commanders appoint an officer and/or one NCO to serve as the unit (battalion and/or company) A&R Representative. Commanders and coaches must inform the Sports Office of field training and schedule changes at least 24 hours prior to training.

 b. Fort Bliss Sports Office:

 (1) Conduct the installation off-duty intramural sports program.

(2) Provide league schedules to teams within the intramural program. The respective League Sports Coordinators and the Intramural Coordinator conduct this.

(3) Schedule sports officials for all sports contests within the respective Intramural Sports program.

 (4) Post league/Commander’s Cup standings on a regular basis.

(5) Ensure an adequate playing area (i.e., softball field, flag football field or basketball court) is available and in a safe, playable condition.

 (6) Ensure that all fields are marked according to official rules.

(7) Ensure required equipment (i.e., balls, flags, jerseys, etc.) are available at the scheduled contest sites.

(8) Ensure that established safety measures within the sports program and the facilities under their supervision are maintained to the highest degree of military and professional standards.

 c. Athletic and Recreation (A&R) Representatives:

(1) Unit commanders are authorized to appoint an officer and one NCO to serve as A&R Representative.

(2) The A&R Representative will act as liaison between the unit and the Intramural unit and the Intramural Coordinator.

(3) The A&R Representative should advise and make recommendations to their commander on all matters pertaining to unit support, participation and motivation.

 (4) The A&R Representative should determine the needs of the soldiers within their unit.

(5) The A&R Representative must communicate effectively with their unit on all sports activities.

(6) The A&R Representative must coordinate with gymnasium supervisor/NCOIC on a regular basis on a wide range of topics, such as:

 I. Upcoming sports activities

 II. Schedule of facilities (indoor and outdoor)

 III. Game schedules

 IV. Team Standings

 (7) The A&R Representatives are responsible for attending scheduled meetings.

 17. **RULE BOOKS:**

a. The following is a list of rulebooks used for officiating the Fort Bliss Intramural Sports

Program.

(1) Flag Football - NIRSA

(2) Basketball - NCAA

(3) Volleyball - USVBA

(4) Slow Pitch Softball - USSSA

(5) Golf - USGA

 (6) Bowling - WIBC/ABC

 (7) Soccer – FIFA

b. The official rule book may change as per directives from DA. The Fort Bliss Sports Office will advise all commanders of any changes.

 18. **LEAGUE DIRECTIVE:**

This MOI will be published on the MWR Sports Website prior to the start of each

Intramural sports program. League Sports Coordinators may also publish a supplement

to this MOI, specific to their respective league. The league sports coordinator will set the

dates for the respective league championships. Competition during the League and Post

Championship Tournaments is allowed on scheduled dates only. Early competition

during these tournaments is not allowed. This is to preserve the spirit of fair competition.

All participants during the League or Post Championship Tournament will compete under

the same conditions.

 19. **AWARDS:**

The Sports Office will issue awards to teams and unit for individuals competing under the

following guidelines.

a. All Commander’s Cup intramural sporting events will receive awards.

b. Awards are not limited to the aforementioned sports only. If interest and participation warrant the conduct of other sports events, the Sports Office may have the resources to administer additional activities.

c. The awards allocated for the unit level intramural sports program will be presented to the championship team in each division of a particular sports season. Team and individual awards are presented to the first and second place finishers only.

d. First and second place individual awards will be presented to players on the Post Champion and the Post Runner-up. First and second and team trophies will be awarded to the top two teams in team competition.

e. Awards for the individual Post Championships or tournaments, such as, golf, and racquetball will be established in the supplement to this MOI.

f. The Sports Office will determine the number of individual awards. This information will be published prior to the start of any Championship or Tournaments in the supplement to this MOI.

 20. **COMMANDER’S CUP COMPETITION:**

a. The Commander’s Cup Competition is made up of 15-22 teamsand individual

competitive sports throughout the year. These sports start in January and run the through

the calendar year.

 b. Commander’s Cups are awarded each year to the organization earning the most

Commanders’ Cup Points in both A and AA divisions identified in paragraph 4 above.

 21. **PARTICIPATION GUIDELINES:**

a. For all sports, considered to be Commander’s Cup Sports, all participants must be

active duty military assigned or attached to Fort Bliss. In all sports, team or individual

any person who is not active duty military, assigned or attached to Fort Bliss will be

disqualified from participation.

b. Team Sportsare divided into two categories. Those with regular season league competition(Basketball, Flag Football, Softball, Bowling, and Soccer) and those that only have championship competition (Golf and Running Events).

(1) For sports with regular season league play, an unlimited amount of teams may participate during league play. The League Coordinator will determine if a league championship tournament will be conducted to determine seeding for the Post Championship. In most cases, 16 teams will be allowed to compete in the Post Championship Tournaments. The number of teams in each league will be determined by the standards specified in paragraph 5 above.

(2) For Golf only an eight person teams per MSC/unit may participate in their championship competition. For Trap and Skeet only a 5 person roster per event is authorized.

 22. **COMMANDER’S CUP POINTS:**

 a. Awarding of Participation Points. Points will be awarded as follows:

(1) Team Sports – Organizations will receive 10 points for each team who participates in league play and completes season, up to a maximum of 50 points, awarded per MSC for team sports.

(2) Individual Sports – Organizations will receive points as follows:

Swim Meet –

1-10 participants = 10 points

11-20 participants = 20 points

21-30 participants = 30 points

31-40 participants = 40 points

41-+ participants = 50 points

Running Events –

1-25 participants = 10 points

26-75 participants = 20 points

76-150 participants = 30 points

151-250 participants = 40 points

251+ participants = 50 points

b. Awarding of Championship Points. Points will be awarded as follows:

Post Champion = 50 pts

Post Runner-up = 25 pts

Third Place = 15 pts

c. To determine post championship for team and individual sports with multiple classifications points internal to the event will be awarded as follows:

 First Place = 7 pts

 Second Place = 5pts

 Third Place = 3 pts

(1) These place points will be totaled and the Post Champion will be the overall point winner. In case of a tie, championship points will be awarded to all MSC’s involved. For example two BDEs tie for 1st place each will receive 50 pts.

 23. **TOURNAMNET BRACKETS & SPECIAL EVENTS:**

 a. For all Fort Bliss Intramural Post Championship Tournaments, a 16 team tournament

bracket will be used.

b. The Fort Bliss Sports Office will conduct special events throughout the calendar year.

These events are not part of the Commander’s Cup Competition.

c. These events range from holiday basketball and softball tournaments, and running events.

d. Administrative details on how and where these events will be conducted will be

established in a supplement to this MOI to be published prior to the tournament, meet or event.

 24. **ARMY 10 MILER:**

a. The Army 10 – Miler team is considered a Fort Bliss Varsity Sport. The team members

will be selected based on the Commander’s Cup Ten Miler event and 10 Miler in the

Heat.

b. Male and Female runners with the top eight times between both races will qualify for

the Army 10-Miler team.

c. In lieu of physical training with their unit, the Ten Miler team will conduct morning training session starting in May.

d. MWR NAF funds will cover the registration expense for all 16 members (2x eight person teams). All uniform expenses will be covered with NAF funding.

e. Due to limited funding, only the top six males/six females will qualify for full TDY NAF funding. The other three members must fund their travel to/from Washington D.C.

 25. **VARSITY SPORTS PROGRAM:**

 A separate comprehensive MOI is posted to the MWR Website.

 26. **ALL ARMY SPORTS PROGRAM:**

 a. The Fort Bliss Sports Office urges all commanders to designate individuals within their

 command who have the athletic ability and military professionalism to apply for the All

 Army Sports Team.

b. The Fort Bliss Sports Office will lend technical assistance to all applicants.

c. The All Army applicant must have credentials to support his/her applications.

d. Supporting documents include newspaper articles, university level competition, awards and certificates.

e. The Fort Bliss Sports Staff will process and comment on all applications for All Army status; applications will not be processed without the Commander’s concurrence.

 27. **POC:**  Teia Mack, 744-5785, teia.r.mack.naf@mail.mil

//original signed//

 Teia Mack

 Varsity and Intramural Sports Coordinator

 Fort Bliss