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Headquarters, U.S. Army Garrison
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Fort Sill Pamphlet 215-1

Family and Morale, Welfare and Recreation
**U.S. ARMY FIRES CENTER OF EXCELLENCE
AND FORT SILL (USAFCOEFS) ATHLETIC PROGRAM**

Summary. This publication prescribes and outlines the responsibilities and procedures for organizing, administering, and implementing the intra-unit and inter-unit sports program.

Applicability. This pamphlet applies to Active Army and where stated, the Army National Guard of the United States and the United States Army Reserve.

Suggested Improvements. The proponent of this publication is the Directorate of Family and Morale, Welfare and Recreation (DFMWR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DFMWR, 4700 Mow Way Road, Suite 100, Fort Sill, OK 73503.

Distribution. This pamphlet is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at <http://sill-www.army.mil/USAG/publications2012.html>.

*This publication supersedes FS Pamphlet 215-1, 3 October 2013.

Chapter 1 Introduction

1-1. Purpose. This pamphlet provides guidance to commanders of this installation in organizing, administering, and implementing the intra-unit and inter-unit sports program. This pamphlet also –

a. Prescribes the policies and procedures governing the conduct of the USAFCOEFS sports programs, and provides a well-balanced, diversified program at all levels to supplement the mandatory physical training program.

b. Encourages maximum voluntary participation in sports by the U.S. Army personnel, to support combat readiness, develop participants physically, increase teamwork, and esprit de corps.

1-2. References. Required and related publications; and prescribed and referenced forms are listed in appendix A.

1-3. Application. The sports program will –

a. Provide off-duty unit programs involving a wide range of sports activities that promote physical activity.

b. Provide programs that contribute to developing lifetime sports skills.

c. Rely primarily on a broad based unit sports program and an extensive intramural program that emphasizes unit-level competition.

d. Support the Army effort in developing athletes to compete in authorized inter-service and international sports events.

1-4. Scope.

a. The USAFCEFS sports program is divided into components to address a variety of interests and needs that exist.

(1) The intramural Commander's Cup sports program. The intramural Commander's Cup program is a diversified sports program designed to provide opportunities for expression through participation in competitive events. This component is designed to provide for maximum unit participation in various sporting events throughout the calendar year.

(2) The Varsity Sports program provides sporting opportunities against higher level competition to stimulate intramural involvement. Fort Sill Varsity Teams include Basketball, Softball, Soccer and Rugby Teams.

(3) These components provides opportunities for outstanding athletes to be nominated for participation in ARMY trial camps in a variety of sports and possible selection to teams which represent the U.S. Army in events leading to inter-service and international competition.

b. When feasible, the intramural Commander's Cup Program is conducted at the unit. Fort Sill DFMWR will conduct the intramural Commander's Cup program, along with installations championships. DFMWR will publish a Memorandum of Instruction (MOI) or other appropriate media concerning the proposed program for each calendar year, and MOIs for each team sport and for individually oriented sports held seasonally.

c. Dates of competition, team composition, and levels of competition are announced annually in appropriate MOIs published annually.

d. When organizing leagues for competition at various levels, the following definitions of units, battalion and MAC will apply:

(1) A unit level team represents a battery, department, division, branch, section, detachment, or a combination of such units not to exceed an assigned troop strength of 250. Units exceeding this strength must be divided along definitive lines established by unit TOE or TO.

(2) A battalion level team represents a battery, department, battalion, or a combination of such units not to exceed an assigned troop strength of 600.

(3) For MAC level, the assigned strength is the total assigned of all units assigned to or satellites on the MAC.

Chapter 2 Responsibilities

2-1. Responsibilities.

a. Commanders are strongly encouraged to support the intramural and varsity (inter-mural) sports program to the fullest extent possible. The sports programs provide an adjunct to physical training thereby maximizing physical activity by military personnel. Each command or Brigade/Detachment will assign an individual, on appointment orders, as the Athletic & Recreation (A&R) Representative. The Intramural Sports events are listed in Annex B page 18. Fort Sill Varsity Sports are Basketball, Soccer, Softball and Rugby.

b. All unit or battalion commanders:

(1) It is the responsibility of the Unit or Battalion 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 the appointed 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) When equipment is hand receipted for one game, the coach or team representative must return this equipment immediately following the contest.

(5) Coaches and/or appointed 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 appointed A&R Representative. If the coach and/or appointed 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.

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

(7) Coaches, A&R Representatives will ensure all teams participating in an intramural sport have a fully stocked Combat Lifesaver (CLS) Bag on hand during the competition.

(8) Coaches, A&R Representatives will ensure all teams members participating in Basketball, Soccer and Flag Football must have a mouth piece, otherwise will not be able to play.

(9) Unit or Battalion Commanders will use all available media, through their appointed A&R, to motivate maximum participation and stimulate spectator interest for the Intramural Program.

(10) Unit or Battalion Commanders, through their appointed A&R, will encourage participation in all team and individual sports.

(11) Unit or Battalion Commanders will provide to the Sports Office the names of individuals in their command that have the athletic ability and professionalism necessary to compete at All Army Sports or World Class Athlete Program levels.

(12) S-1's will ensure commanders appoint, on orders, an officer and/or one NCO to serve as the unit (battalion and/or company) A&R Representative.

(13) Commanders and coaches must inform the Sports Office of field training and schedule changes at least 24 hours prior to training.

b. Fort Sill Sports Office:

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

(2) The intramural sports programmer will provide league schedules to teams within the intramural program.

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

(4) Post league standings on a weekly basis.

(5) Commander's Cup standings on a regular basis, following completion of each sport.

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

(7) Ensure that all fields are marked according to official rules, or rules as amended in the particular MOI.

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

(9) 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.

(10) Ensure all teams are informed of the requirement to have a fully stocked CLS Bag on hand during all competitions throughout the calendar year.

(11) Ensure all teams are informed of the mouth piece requirements for Basketball, Soccer and Flag Football.

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

(1) Brigade / Detachment Commanders will appoint, on orders, an officer and/or one NCO to serve as A&R Representative.

(2) The A&R Representative will act as liaison between the participating Unit/Battalion 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 Brigade / Detachment.

(5) The A&R Representative must communicate effectively with their participating units / battalions on all sports activities.

(6) The A&R Representative must coordinate with intramural sports programmer on a regular basis on a wide range of topics, such as:

(a) Upcoming sports activities

(b) Schedule of facilities (indoor and outdoor)

(c) Game schedules

(d) Team standings

(7) The A&R Representatives are responsible for attending scheduled meetings and assisting with the dissemination of information through their brigade / detachment. This is accomplished through attendance at the Monthly Sports Update meeting, conducted the last Thursday of every month at the Fort Sill Sports, Fitness and Aquatics Branch Office at 1000.

Chapter 3 Eligibility and Participation

3-1. Eligibility and Participation.

a. Only active duty military personnel assigned or attached to Fort Sill on official orders are eligible to participate in the Fort Sill Intramural Sports Program.

b. All units in the Fort Sill Military Community (company, battery and detachments) are eligible to enter an unlimited amount of teams, as long as all members are assigned or attached through official orders, in Intramural League Play offered by the Fort Sill Sports, Fitness and Aquatics Office, unless stated otherwise in a specific sport MOI.

(1) 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.

(2) Participation with one company/battery team renders the individual ineligible to participate with another company/battery team during the current season.

(3) **Exceptions:** Participant will have been assigned or attached by orders to the unit he/she represents before the start of the season, unless:

(a) 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.

(b) 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.

(c) 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 participate on a team within the parent organization. For example, if the unit doesn't have a team, the participant may participate with a team within the parent battalion. If the battalion doesn't have a team, the participant may participate with a team within the parent Brigade.

(d) Team coaches and the intramural sports programmer will ensure all players meet the eligibility requirements.

(e) Player eligibility: If any player fails to meet the eligibility requirements (See para 6), the individual or team contested will be declared a forfeit and a win awarded to the opponent (individual or team).

(f) 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 authorized, then the coach may participate.

Chapter 4 Conduct and Participation

4-1. Conduct and Participation.

a. An unsportsmanlike act such as verbal abuse, profanity, threats and fighting has no place in the Fort Sill Intramural Sports Program, and will not be tolerated.

b. Units are required to assist the Sports, Fitness and Aquatics Office in disciplining those who disrupt and distract the community from the common goals of competition and recreation.

c. 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.

d. 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 Sports Programmer or his/her designee has assessed the proper penalty for the ejection. In all cases, the individual will be removed from the current game. The individual(s) will also be suspended for a minimum of one game. A more severe penalty may be assessed if deemed necessary by the Intramural Sports Programmer.

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 from participation in all scheduled sports on the installation for one calendar year from the date of incidence.

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 Sports Programmer 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 Installation Championship Tournament play.

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 inside the confines of the sport venue. 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 the Fort Sill Fitness Centers, except during special events. 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.

l. Any participant observed drinking alcoholic beverages, prior to his/her scheduled contest, by sports staff or sports officials, will be prohibited from participating.

Chapter 5 Entries

5-1. Entries.

a. Units may enter as many teams as possible in the sport by submitting a Letter of Intent (LOI) to the Intramural Sports Programmer, no later than the date of the coaches meeting listed on the intramural calendar of the sport season.

b. The A&R, or the coach will provide a roster (AAA 162) to the Intramural Sports Programmer no later than the date of the coaches meeting listed on the intramural calendar of the sport season. Rosters must be typed with members' first and last names, phone number and email of the coach, or representative of the team. The commander or first sergeant of the company/battery must sign the roster.

c. 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 participate with any other team that season.

d. Units are authorized to drop or add players, listed on AAA 162 for the specific unit, during the regular season. However, it is the responsibility of the coach, or the appointed A&R to inform the Intramural Sports Programmer of roster changes prior to added players actually participating in a scheduled game.

e. Units must submit their **FINAL** team roster prior to the Installation Championship Tournament. Players can no longer be added or dropped after Installation Championship Tournament play begins. Exception will be considered on a case-by-case basis. Extenuating circumstances must be present to be considered for exception to the roster provision.

Chapter 6

Types of Competition

6-1. Types of Competition.

a. Example Intramural Sports Calendar (See Appendix B)

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

- (1) Time limitations due to military training schedules.
- (2) Number of participants per league.
- (3) Availability of facilities, i.e., courts, fields
- (4) Availability of staff.
- (5) Availability of supplies and equipment.
- (6) Available funds.

c. League schedules, for team sports, will be published at the Coaches Meetings held the Thursday evening, the week prior to the start of the sport. Individual sport brackets will be published a minimum of three days prior to start of competition.

Chapter 7

League Play

7-1. League Play.

a. During intramural regular season play, each Command can submit as many teams as they wish, unless specifically stated in specific sport MOI.

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

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

d. Teams, which forfeit two games, or contests, may be dropped from the league or tournament play. The Intramural Sports Programmer will notify the coach, appointed AAR and Commanders of the units involved.

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 Intramural Sports Coordinator.

f. 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. Within the Intramural sports offerings, divisions will be formed within each sport, dependent upon the amount of teams participating.

g. For team sport Installation Championship Tournament Competition, the Fort Sill Intramural Sports Programmer will organize a tournament for eighteen teams per the guidelines below:

Teams will be ranked #1 - #18 based upon the following:

- (1) Overall Win-Loss Record
- (2) Head-to-Head record
- (3) Combine PF and PA
- (4) Coin Toss

h. If there are not eighteen teams participating in the Installation Championship tournament, byes will be given to the highest ranking teams.

i. The Fort Sill Supervisor, Sports, Fitness and Aquatics will have final authority on any disputes regarding the seeding and placement of teams for each tournament.

Chapter 8

League Directives

8-1. League Directives. The Intramural Sports Programmer will also publish a supplement to this MOI, specific to the each sport listed on the Intramural Sports Calendar. The Intramural Sports Programmer will set the dates for the Installation Championship Tournaments. Competition during the League and Installation 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 play or Installation Championship Tournament will compete under the same conditions.

Chapter 9 Postponements.

9-1. Postponements.

a. Contests may be postponed, or canceled, due to military commitments, only if 50% of the roster is affected. Units must notify the Intramural Sports Programmer of military commitments at the time the LOI is submitted, or as soon as notified by Chain of Command.

b. Postponed contests will be rescheduled, providing the game has bearing on the league placement. Only military commitments, which affect 50% of participating team members on 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 not be recognized as military commitments.

Chapter 10 Equipment

10-1. Equipment.

a. The Intramural Sports Programmer will provide footballs, basketballs, soccer balls, racquetballs, tennis balls and volleyballs, to the participating team/individual prior to the Intramural Sport season.

b. Equipment issued to participating units will be signed for by the coach or appointed A&R Representative on a DD Form 3161 (Request for Issue or Turn In). Equipment is available for sign out at the Fort Sill Fitness Centers.

c. The Fort Sill Sports, Fitness and Aquatics Office will be responsible to coordinate facility and field maintenance requirements.

Chapter 11 Protests

11-1. Protests.

a. The Intramural Sports Programmer will accept player eligibility and rule applications as the only items, unless stipulated in the specific sport MOI that can be protested. This applies to all intramural sports - team and individual. Judgment calls are not grounds for protest.

b. Coaches must register their protests according to the rules of the sport in which they are participating.

c. The following are established as correct procedures for filing an official protest for intramural league games:

(1) Protests must be registered with the head official at the “time of occurrence or disagreement” by the playing captain or coach only.

(2) The official shall make note of the fact concerning the protest and shall notify the “scorer” to make official note of the score, players, and positions at the time of protest; then game shall proceed.

(3) The coach of the team must file all protests with the Intramural Sports Programmer, at the Fort Sill Sports, Fitness and Aquatics Office, by 1300 hours the following duty day. All protests must be in writing (typed or printed), with date and time of game, situation that is under protest and the coach’s phone number where he/she can be notified. No protest will be heard if submitted by anyone other than the coach.

(4) If an ineligible player is discovered, the Referee must then notify the coaches of both teams and the Intramural Sports Coordinator that the game will be played under protest and so state in writing in the official scorebook. The unit with the ineligible player must submit an updated Alpha Roster or Memorandum from the Unit Commander verifying player eligibility to the Intramural Sports Coordinator NLT 1300 the next business day.

(5) Teams that do not submit updated AAA-162 or Memorandum from the Unit Commander by 1300 the next business day will be found in violation of player eligibility and will forfeit the game. A second violation will result in the team being dropped from further play when proper protest procedures are followed.

(6) A protest committee made up of the following individuals will consider the protest: Supervisor, Sports, Fitness and Aquatics, Intramural Sports Programmer, and a representative from the Official’s Association. The status of the protest will be determined prior to the teams next scheduled game. All decisions made by the committee will be final.

Chapter 12

Official Rule Books

12-1. Official Rule Books.

a. The following is a list of Official Rules books to be utilized for officiating competition within the Fort Sill Intramural Sports Program, unless amended in specific sport MOI.

(1) Flag Football – National Touch and Flag Football Rules of the United States Flag Football Association.

(2) Basketball – National Collegiate Athletic Association (NCAA)

(3) Volleyball – United States Volleyball Association (USVBA)

- (4) Slow Pitch Softball – Amateur Softball Association (ASA)
- (5) Racquetball – American Amateur Racquetball Association (AARA)
- (6) Golf – United States Golf Association (USGA)
- (7) Bowling – United States Bowling Congress (USBC)
- (8) Soccer – United States Soccer Federation (USSF)
- (9) Tennis – United States Tennis Association (USTA)

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

Chapter 13

Awards

13-1. Awards

The Sports Office will issue awards to teams and individuals competing under the following guidelines:

- a. Awards will be provided for all sports listed on the Intramural Sports Calendar.
- b. 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 intramural sports program will be presented to the Championship team of each Installation Championship Tournament.
- d. First place individual awards will be presented to players on the Installation Championship. First place team trophies will be awarded to the top team in team competition.
- e. The amount of awards to be presented for individual sports will be determined by the Sports Office and stipulated in each specific sport MOI.

Chapter 14

Commander's Cup Competition

14-1. Commander's Cup Competition.

- a. Participation Guidelines
 - (1) The Commander's Cup Competition will consist of multiple team and individual competitive sports throughout the year. These sports start in January and run through December.

(2) The Commander's Cup is awarded each year to the MAC/Brigade earning the most Commander Cup Points.

(3) For all sports, considered to be Commander's Cup Sports, all participants must be active duty military assigned or attached to Fort Sill. In all sports, team or individual, any person who is not active duty military, assigned or attached to Fort Sill will be disqualified from participation, and teams will forfeit all games with illegal player participation.

(4) For sports with regular season league play, an unlimited amount of teams may participate during league play. However, for Installation Championship Tournament play, only the top eighteen (18) teams will compete.

Chapter 15

Commander's Cup Points

15-1. Commander's Cup Points.

a. Participation Points.

(1) Participation points will be awarded for all sports listed on Intramural Sports Calendar. The amount of participation points will equal 30 points.

(2) In order to receive participation points, teams must compete the entire season in order to receive participation points and qualify for the Installation Tournament.

b. Championship Points. Points will be awarded as listed in Table 1: Table 1.

Place			Number of Teams			
	3	4	5 - 6	7 - 8	9 - 12	13 - 18
1	100	100	100	100	100	100
2	70	75	80	85	95	90
3	40	50	60	70	70	80
4		25	40	55	55	70
5 - 6			20	40	40	60
7 - 8				25	25	40
9 - 12					10	20
13 or lower						10

c. To determine post championship for team and individual sports with multiple classifications (i.e., swimming, 5K, 10K Runs, track, etc.) points will be awarded as follows:

1st place = 5 pts 2nd place = 3pts 3rd place = 1pt

d. These placement points will be totaled at the conclusion of the event. The Installation Champion will be determined as the overall point winner. In case of a tie, championship points will be awarded to all BDEs involved. For example, two BDEs tie for 1st place each will receive 1st place points.

Chapter 16

Fort Sill Major Commands

16-1. Fort Sill Major Commands.

- (1) Garrison Command
- (2) 30th ADA Brigade
- (3) 31st ADA Brigade
- (4) 75th Fires Brigade
- (5) 428th Brigade
- (6) 434th FA Brigade
- (7) FCoE
- (8) MEDDAC
- (9) DENTAC
- (10) Marines

Chapter 17

Post Championship Bracket

17-1. Post Championship Bracket.

a. For all Fort Sill Intramural Installation Championship Tournaments, an 18-team tournament bracket will be used (See Appendix C). Tournament format will be based upon tournament format utilized by the specific governing body for each sport.

b. Games during the playoffs cannot be rescheduled. Teams cannot add or replaced players during the tournament.

Chapter 18

Fort Sill Varsity Sports Program

18-1. Fort Sill Varsity Sports Program. A separate comprehensive MOI is posted to the MWR Sports Website (See Appendix D)

Chapter 19
All Army Sports Teams

19-1. All Army Sports Teams.

- a. The Fort Sill 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 Sill 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 Sill Sports Staff will process and comment on all applications for All Army status; applications will not be processed without the Commander's concurrence.

Appendix A References

Section I Required Publications

AR 215-1

The Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

AR 335-15

Management Information Control System

FM 21-10

Field Hygiene and Sanitation.

DA Pam 28-6

Intramural Sports for the Army.

DA Pam 28-0

Unit Level Recreational Sports.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

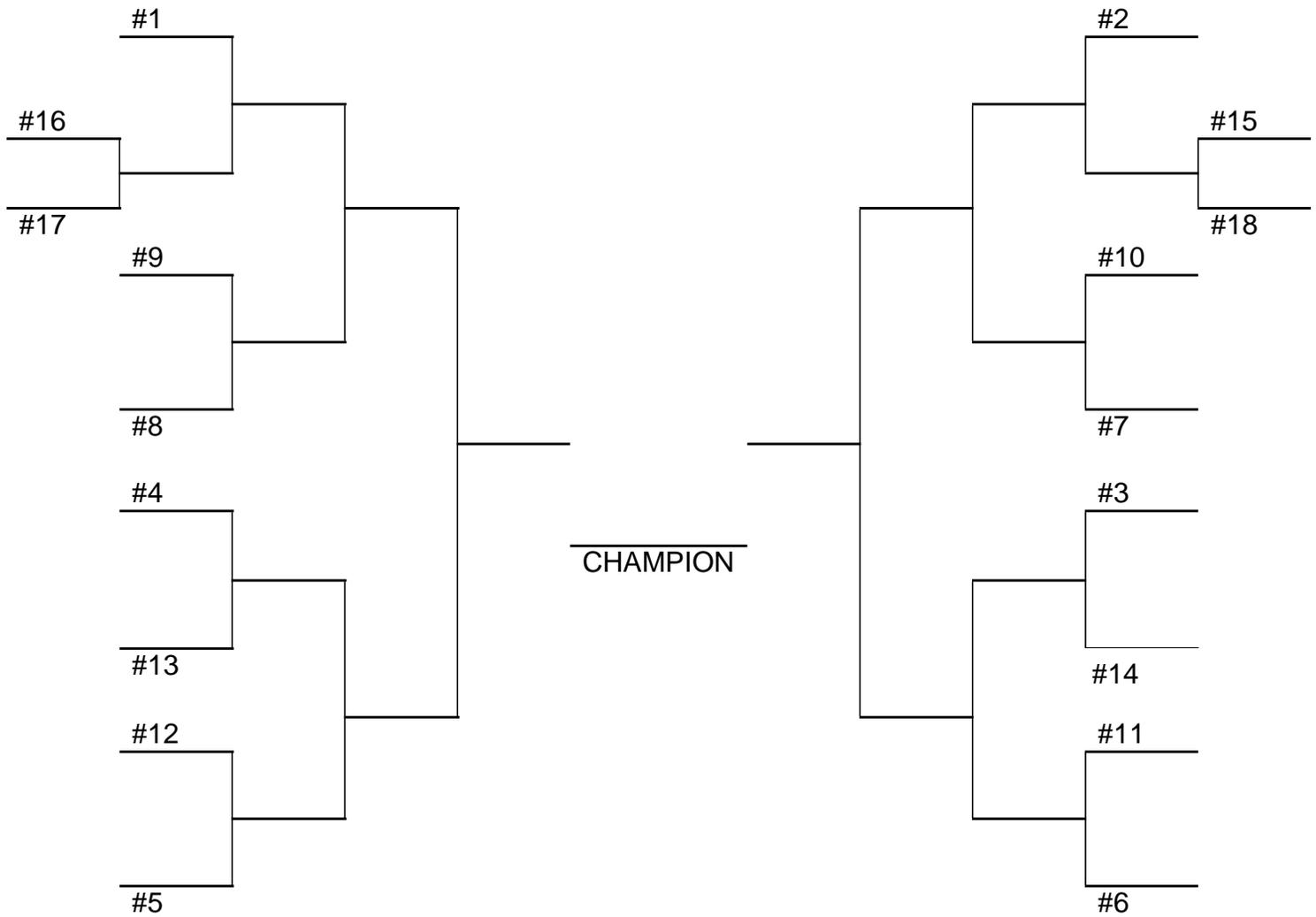
DA Form 2028

Recommended Changes to Publications and Blank Forms

**Appendix B
Example Fort Sill Intramural Sports Calendar**

	Entry Deadline	Coaches Meeting	Start Date	Installation Championship
Basketball (ASP Sport)	5 Jan	7 Jan	12 Jan	7 - 10 Mar
Racquetball	17 Feb	18 Feb		23 - 25 Feb
Soccer (ASP Sport)	22 Mar	24 Mar	29 Mar	16 - 19 Mar
Skeet	28 Mar	31 Mar	5 Apr	30 Apr
Golf	11 Apr	14 Apr		20 – 21 Apr
Track	26 Apr	28 Apr		9-12 May
Army 10 Miler Qualifier	19 May			26 May
Softball (ASP Sport)	16 May	19 May	24 May	2-8 Aug
Cross Country (ASP Sport)	12 Jul			14 Jul
Flag Football (ASP Sport)	2 Aug	4 Aug	9 Aug	18 Oct – 25 Oct
Archery	9 Aug			15 Sep
10K Run	11 Aug			18 Aug
Paintball	7 Sep	8 Sep		13-15 Sep
Swimming	19 Sep	21 Sep		24 Sep
Bowling	20 Sep	22 Sep	29 Sep	1 Dec
Volleyball (ASP Sport)	18 Oct	20 Oct	26 Oct	5-8 Dec
Dodgeball	5 Dec	7 Dec		12-15 Dec

Appendix C
Installation Championship Tournament Bracket



APPENDIX D
Fort Sill Varsity (Extramural) Sports MOI

MEMORANDUM FOR ALL FORT SILL SOLDIERS

SUBJECT: Fort Sill Varsity Sports Memorandum of Instruction

1. **Authority:** By Direction of the Fort Sill Garrison Commander, Fort Sill will form Varsity Level Sports Teams and participate in military and civilian leagues and tournaments as appropriate.
2. **Purpose:** To provide superior athletes the opportunity to compete at higher levels of competition and to become a potential training and evaluation arena for All-Army Sports nominations.
3. **Eligibility and Participation:** Active duty military personnel and Army Reserve and National Guard Soldiers in an active status assigned or attached to Fort Sill. (Per AR 215-1, Chap 8-27, para f, page 77).
4. **Responsibilities:**
 - a. Unit Commander's.
 - (1) Support their Soldiers selected on Fort Sill Varsity Sports Teams to the maximum extent possible within constraints of mission requirements.
 - (2) Provide a signed Memorandum of Release, acknowledging awareness of Soldier's participation on a Fort Sill Varsity Sports team, there are no disciplinary actions pending against the Soldier and the Soldier's Chain of Command is aware of Soldier's participation on a Fort Sill Varsity Sports team.
 - (3) Inform the Varsity Sports Coordinator of any disciplinary or Soldier issues concerning the eligibility of players representing Fort Sill.
 - b. Fort Sill Supervisor, Sports, Fitness and Aquatics.
 - (1) Has overall responsibility for conduct, operation, and approval of the Fort Sill Varsity Sports Program.
 - (2) Provide and monitor the funds for the Varsity Sports Program.
 - (3) Determines which sports teams will be organized to represent Fort Sill in military and civilian competition.
 - (4) Appoint a Varsity Sports Coordinator to oversee the day to day operation of the program.

(5) Set suspense dates for submission of pertinent information regarding tournament registration dates, suspense dates for information concerning development of DA Form 1610.

d. Varsity Sports Coordinator.

(1) Provide required Memorandum of Release to Unit Commander's for Commander approval, allowing selected Soldier to participate and represent Fort Sill on Varsity Teams. Memorandum of Release will include projected team schedule, including practice times and out of town trips.

(2) Provide all perspective Soldiers with a Code of Conduct memorandum, for signature.

(3) Provide all pertinent information (Memorandum of Release and Code of Conduct) to Family & MWR for approval and signature of Permissive TDY Orders for Varsity Sports Soldiers for all out of town trips.

(4) Require individual Risk Assessments, Trip Risk Assessments to be completed for each competition during the sport season.

(5) Has overall responsibility for the day to day operation of the Fort Sill Varsity Sports Program.

(6) Coordinates, manages, and distributes all funds within the constraints of the overall budget provided by the Fort Sill Supervisor, Sports, Fitness and Aquatics.

(7) Prepares, monitor and distributes Permissive TDY Orders for all out of town trips.

(8) Schedules, reserves, and pays for transportation for all out of town trips.

(9) Coordinates and makes all lodging reservations for all out of town trips requiring overnight stays.

(10) Interviews and selects coaches for all Varsity Sports Teams. Will coordinate with the coach on all arrangements regarding schedules, transportation, lodging, etc.

(11) Will determine and publish season schedule for each Varsity Sport, unless otherwise developed by the governing body, i.e., Southwest Military Basketball League; Texas Rugby Union.

(12) Once schedule is determined, the specific tournaments and games listed on the schedule will be the approved list of competitions available for the teams to participate. Due to potential budget restraints, variation of the schedule will not be permitted.

(13) Selects, purchases, controls, and issues all uniforms for Varsity Sports Teams.

(14) Coordinates with all IMCOM West Region Military Varsity Sports Directors (to include Army, Navy, Marine and Air Force installations) on all league schedules and tournaments. Verifies times and locations of all games with both the outlying Varsity Sports Directors and Fort Sill Varsity Sports Coaches.

(15) Coordinates with MWR Marketing Director and Public Affairs Office to arrange publicity for upcoming events and reporting of results.

(16) Maintains points of contact of all IMCOM West Region Military Varsity Sports Directors (to include Army, Navy, Marine and Air Force installations), Coaches, and Billeting Offices.

e. Varsity Team Coaches.

(1) Responsible for the conduct of all players on their team and will inform the Varsity Sports Coordinator of any disciplinary issues.

(2) Make sure all team members maintain the highest of military standards at all times, especially while representing Fort Sill on out of town trips.

(3) Organizes, conducts all tryouts, and selects players for Varsity Sports Teams.

(4) Provides the Varsity Sports Coordinator with legal names, SSNs, and organizations (BDE/BN/UNIT) for all Soldiers selected to represent Fort Sill on Varsity Sports Teams.

(5) Ensures all team members provided signed Memorandum of Release from Soldiers' Commander, signed Code of Conduct and individual risk assessments prior to participation in any competition representing Fort Sill, either on the installation, or off the installation.

(6) Prior to traveling arrange office call with Garrison Commander or Garrison Command Sergeant Major. Must provide Trip Assessment and Risk Assessment.

(7) Provides the Varsity Sports Coordinator with a Trip Risk Assessments before each competition during the sport season.

(8) Schedules, makes reservations with facilities as necessary and conducts practices.

(9) Provide list of names to the Varsity Sports Coordinator ten days prior of the event to submit permissive TDY orders.

(10) Sign out and sign in of all player uniforms from / to the Varsity Sports Programmer for each competition.

(11) Works directly with the Varsity Sports Coordinator on all issues regarding budget, uniforms, schedules, transportation, lodging, and all administrative matters.

(12) Comply with all suspense dates put out by Supervisor, Sports, Fitness and Aquatics or Varsity Sports Coordinator.

(13) Failure to meet stated suspense dates may result in failure to attend said tournament, or game.

f. Soldiers/players selected on Varsity Sports Teams.

(1) Will provide Memorandum of Release, signed by Commander, a signed Code of Conduct Memorandum and individual risk assessments to the Varsity Sports Coordinator prior to participation in any competition representing Fort Sill.

(2) Must maintain the highest of military standards at all times, especially while representing Fort Sill on out of town trips.

(3) Attend all practices and games unless conflict exists with military missions. Players will not participate with other teams (not including intramural sports teams) to the detriment of the Fort Sill Varsity Team they are selected for.

(4) Keep their coaches informed of any issues that affect their ability to participate with the Varsity Sports Program.

(5) Maintain uniforms.

g. Championship Tournaments:

(1) As stated in para 4d, item 5, the Fort Sill Sports, Fitness and Aquatics Office is responsible for the development of Permissive TDY orders for all out of town trips. Fort Sill Sports, Fitness and Aquatics Branch will fund transportation through TMP or local vehicle rental operation.

(2) During the course of each sport season offered by the Fort Sill Sports, Fitness and Aquatics Branch, the season ending Championship Tournament will be funded as TDY travel to include; lodging, per diem and travel for one coach and team members on the latest roster, or most recent competition conducted.

(3) Typically, this tournament would be the season ending Championship Tournament. For some sports, there may not be a season ending Championship Tournament. In these cases, the team would participate in the Military Championship Tournament for that particular sport.

Glossary

Section I Abbreviations

A&R

Athletics and Recreation

DFMWR

Directorate of Family and Morale, Welfare, and Recreation

MAC

Major Athletic Commands

MOI

Memorandum of Instruction

NCO

Noncommissioned Officer

USAFCOEFS

United States Army Fire Center of Excellence Fort Sill

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This section contains no entries.

IMSI-MWR



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