SPORTS PROGRAM HANDBOOK

Sports Branch
Semper Fit Division
Marine Corps Community Services
Lejeune-New River, North Carolina

www.mccslejeune-newriver.com/sports
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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.

Sports Programming Office

Hours of Operation: 0800-1600
Camp Lejeune Location: Goettge Memorial Field House, Bldg. 751 McHugh Blvd
Sports Administration Main Office: 910-451-3762
Sports Coordinator Contacts:
Antonio Warner....... 910-451-2061.....antonio.warner@usmc-mccs.org
Michelle Christ...........910-451-2710.....michelle.christ@usmc-mccs.org
Fax: 910-451-5982

New River Air Station Location: New River Sports Office, AS-4000
Sports Coordinator Contact:
Chris Miller.............910-449-5844..... christopher.miller@usmc-mccs.org
Fax: 910-449-4940

Mailing Address: MCCS
Attn: SPOR
1401 West Road
Camp Lejeune, NC 28547
Website: www.mccslejeune-newriver.com/sports
Sports Eligibility Criteria

_Intramural Sport Series/ Commander’s Cup Athlete_
Officer and enlisted Active Duty, reservists on active orders, or persons of other services officially attached or assigned to MCB Camp Lejeune and MCAS New River are eligible to participate in the Intramural Sports Series also known as “Commander’s Cup”.

_Sports Series Athlete_
DoD civilian employees and Active Duty dependents, who hold a valid DoD ID card, are eligible to participate in the Sports Series, which can include both tournaments and other leagues outside the Intramural Sports Series. All participating Athletes must be at least 18 years of age and out of high school and meet any other specifically listed criteria for the applicable tournament or league.

_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.

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 Sports Office reserves the right to evaluate/review team rosters suspected of ‘stacking’; final approval of all team rosters rests with the Sports Office.

*Commander’s Cup points are awarded based on MCIEAST-MCB CAMPLEJ BULLETIN 1710 dated 07 DEC 2017 or MCAS NR ASBul 1710 dated 22 DEC 2017*

**Team Structure**
All Intramural Sport Series (Commander’s Cup) teams must be comprised exclusively of Active Duty Marines and Sailors that meet the previously mentioned criteria.

Teams consisting of a mix of authorized civilians and Active Duty may register for other Sports Series 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 Marine/Sailor 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 Sports Office.

Teams may not use a ‘reserve team’ for the Championship series in any sport. All players on the roster for the Championship series 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 appropriate Sports Coordinator 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 Championship series (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 9, 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 can be submitted to the appropriate Sports Coordinator at the respective location 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 program schedule on an as-available basis.

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

The sports 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 Lejeune-New River Official Sports Registration packet
   a. Coaches’ Information
   b. Official Team Roster
   c. Command Endorsement (unit teams only)
2. MCCS Lejeune-New River Letter of Release (where applicable)
3. Waivers of Liability/ Assumption of Risk (where applicable)
4. Equipment Custody & Wage Garnishment (where applicable)

Free Agent

Individuals interested in playing who do not have a team can submit a Free Agent form to the 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 Sports Office cannot guarantee individual player placements. The Sports 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 guaranteed; decisions on final placement rests solely with the Sports Office. Active Duty participants must submit a signed Letter of Release (Appendix A) with their completed Free Agent Form. Civilians athlete: (when applicable) 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.

*There are some programs, leagues and tournaments where the Sports Office will not be able to place players on teams due to the nature of the competition.

Official Sports Registration Packet
Unit teams are required to pick up a registration packet from the Sports Office or print from www.mccslejeune-newriver.com/sports for participation verification (see Appendix A for sample packet). The packet must include a completed roster, coaches’ information, and signature from the CO, XO or Sergeant Major 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 CO, XO or Sergeant Major (see Appendix A for sample letter). Upon notification and a completed Letter of Release the Sports 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 the Sports Series 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 Sports 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 Sports Program.

**CoEd Team Criteria & Regulations**

Any CoEd Team will play according to the general or recreation rules of that sport (bylaws); CoEd 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 or Sports Series teams are designated by the Team themselves; the Sports Office does not appoint coaches. However, the Sports Office reserves the right to remove a coach in cases deemed necessary. All coaches are required to be a Staff NCO or higher; coaches act as the POC and are ultimately responsible to verify player eligibility/unit assignment and for the actions of their team.

**Activities Supported**

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

**Sports Series**

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

**Intramural Series/ Commander’s Cup**

1. Basketball
2. Softball
3. Outdoor Soccer
4. Volleyball
5. Flag Football
6. Ultimate Frisbee
7. Kickball
8. Dodgeball

**Women’s Sports Series**

1. Softball league
2. Flag football tournament (PowderPuff)
3. Indoor Soccer tournament
Policies

Bylaws
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 Sports Office or by visiting www.mccslejeune-newriver.com/sports.

*Each respective sport’s bylaws will include updates to the “Sports Program Handbook” as deemed necessary.

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 CAMLEJO 1700.6. Head Coaches are held responsible for their team’s adherence to this order.

Pet Policy
In accordance with MCIEAST-MCB CAMLEJO 10570.1 domestic animals are not permitted at MCCS organized activities; service dogs permitted in accordance with order.

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.

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 Lejeune-New River. Vehicles remaining inside a secured area at the time of facility closing will be secured inside the area and arrangements will be made with the owner to unlock the premises for vehicle removal at the convenience and availability of the MCCS staff.

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 the appropriate Sports Office 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
appropriate 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 Sports
Coordinator, the team may forfeit their spot in the program.

**Intramural Sport Series 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 may include as many players as
desired. 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 1500 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.

**Sports Series and Women’s Sports Series Rosters**

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 Sports Office or via website www.mccslejeune-
newriver.com/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 Sports 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 equipment from the Sports Office 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 and Wage Garnishment form (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 & Wage Garnishment
All issued equipment, uniforms, and other items obtained from the Sports Office are required to be returned to the appropriate personnel 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. Intramural Unit Teams failing to return items may have the cost of those items garnished from their Unit funds wages, as per Wage Garnishment Agreement signed upon receipt of all issued gear and/or Sports Office property (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 Sports 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.

Standard Time Usage for Equipment
Issued or Sports Branch provided equipment will be used for a time period of no less than one (1) year and may be replaced at the discretion of the Sports Office.
Normal ‘wear and tear’ is considered expected from usage of equipment, however, equipment showing signs of tears, rips, cracks or other issues deemed unsightly or a safety hazard, will be replaced in a timely manner and at the discretion of the Sports Office.

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 appropriate Sports Office personnel. Field arrangements and assignments for scheduled games will be coordinated by the Sports Office.

*The Sports Office 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 Sports Office 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 Sports Office as soon as a conflict is recognized but no later than 1200 (noon) 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 Sports 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 MCCS. Inclement weather can compromise patron safety. Game delays and/or cancellations due to weather are unavoidable and can be hard to forecast. The Sports 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 Sports Office.
In the event that severe weather occurs during the course of game time, the on-site MCCS staff member will be responsible for making the call to delay or cancel the game. If a MCCS 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 lightening during game time, the game will be delayed for an appropriate amount of time according to the conditions and local radar readings.

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 Sports 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 Sports 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 (grievances will not be accepted for issues concerning governing body rules).

Protests of governing body rules 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 as a whole, 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 Sports 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 Sports 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 rules and regulations that govern their respective sport as set forth by the determined governing body’s set of rules (ie: NCAA, FIFA, ASA, etc.).
3. Athletes, Coaches, and spectators will adhere to, and respect, the rules and regulations set forth for the Sports program by the MCCS Sports Office.
4. **Only** designated coaches of teams may address officials with concerns of rules, tempo, and/or atmosphere of the game.

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ACTION(S)</th>
<th>LENGTH OF SANCTION(S)</th>
<th>SANCTION(S)</th>
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<tbody>
<tr>
<td>LEVEL 1</td>
<td>Excessive Profanity</td>
<td>One (1) week</td>
<td>Immediate removal from site; plus one week ban from all Intramural programs, activities, and facilities.</td>
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<td>Taunting/ Baiting <em>(first offense)</em></td>
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<td>Argumentative/Unruly Behavior</td>
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<td>Failure to comply after Warning</td>
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<td>Other Offenses deemed Level 1</td>
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<tr>
<td>LEVEL 2</td>
<td>Verbal Abuse</td>
<td>Two (2) weeks</td>
<td>Immediate removal from site; plus two week ban from all Intramural programs, activities, and facilities.</td>
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<td>Inciting unruly behavior</td>
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<td>Taunting/ Baiting <em>(second offense)</em></td>
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<td>Abuse/Damage to Property</td>
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<td>Failure to comply with Smoking/Tobacco/Alcohol Policy</td>
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<td>Other offenses deemed Level 2</td>
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</table>
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 Sports 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 Sports branch to seek reinstatement after their ban expires.

Sanctions under “No Tolerance” Policy
Any athlete removed from a game, practice, or the program as a whole, 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 Sports Office.

Ejections
The MCCS Lejeune-New River Sports Program and it’s 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 Sports 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 or play until they have meet with appropriate MCCS Lejeune-New River 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 Lejeune-New River 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 Sports Program under the No Tolerance Policy cannot be in attendance at 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. Please see Appendix B for appeal process and forms.
Appendix A

**REGISTRATION PACKET**

1. Team Formation Form
2. Command Endorsement *(Unit teams ONLY)*
3. Coaches Information Form
4. Official Team Roster
5. Waiver of Liability/Assumption of Risk *(non Active Duty ONLY)*
6. Letter of Release *(when applicable)*
7. 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 III

*If participating in a program outside the Intramural Series move to Section II

- [ ] ALL 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 uniform rules and regulations associated with the Intramural Sports Program.

**Section II:**

**Other Sports Series:** verify below for sports activities other than Intramural Series and move to section III

- [ ] I have verified athlete eligibility requirements for the sports program I am registering for.
- [ ] The coach(es) has read, understands, and will abide by the bylaws and uniform rules and regulations associated with the Sports Program.

**Section III:**

Please check one:

- [ ] Team will be using uniforms issued from the Sports Office
  
  *Quantities are limited; first come, first served. Various colors available but not guaranteed.*

- [ ] Team will provide their own uniforms.

*Uniform 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 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, fuchsia, etc)
## Official Sports Registration Form

**Sport:**

**Unit:**

**Team Name:**

### Coach and Assistant Coach Information

**Name (Rank, Last, First):**

**Email:**

**Phone (Work):**

**Cell:**

**Name (Rank, Last, First):**

**Email:**

**Phone (Work):**

**Cell:**

### Team Roster

<table>
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<tr>
<th>Rank</th>
<th>Last Name</th>
<th>First Name</th>
<th>Male/Female</th>
<th>Meets Eligibility Requirements</th>
<th>Status (Dep. DoD, Ret)</th>
<th>Uniform #</th>
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SAMPLE
COMMAND ENDORSEMENT

I HEREBY APPROVE PARTICIPATION IN THIS ACTIVITY.

IT IS REQUESTED UNIFORMS AND EQUIPMENT BE ISSUED BY MCCS*  
*Quantities are limited and will be issued on a first come, first served  
basis by MCCS. Color and availability is not guaranteed.

[ ] YES  [ ] NO

(BY CHECKING NO, I AGREE THE TEAM WILL SECURE APPROPRIATE UNIFORM AND 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), EXECUTIVE OFFICER (XO) OR COMMAND SGMJ. SPACE IS LIMITED FOR ALL LEAGUES. THE CO WILL BE RESPONSIBLE FOR THE ACCOUNTABILITY FOR ANY GEAR ISSUED TO THE COMMAND AT THE END OF EACH SEASON. EACH UNIT WILL HAVE 10 DAYS FROM THEIR LAST SEASON PLAYOFF GAME TO REPLACE OR PURCHASE ANY MISSING GEAR. IF ADDITIONAL INFORMATION IS REQUIRED, PLEASE CONTACT SPORTS BRANCH AT (910) 451-3782.

PRIVACY ACT STATEMENT

SORN N001710-1  
AUTHORITY: 10 U.S.C. 8033, Secretary of the Navy; 10 U.S.C. 5341  
PRINCIPAL PURPOSE[S]: To administer programs devoted to the mental and physical well-being of Department of the Navy (DON) personnel and other authorized users; to document the approval and conduct of specific contests, shows, entertainment programs, sports activities/competitions, and other non-wage, Welfare and Recreation type activities and events sponsored or sanctioned by the DON

ROUTINE USE: Provides a record for a financial audit trail.

DISCLOSURE: Voluntary, however, if requested information is not provided, entry will not be approved.

MCGA MCB CAMEJ/MCC/SPORT/23 (1/13) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0
WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT
UNITED STATES MARINE CORPS

In consideration for the privilege of allowing me to participate in SAMPLE SPORT aboard either Marine Corps Base Camp Lejeune (CLNC) or Marine Corps Air Station New River (MCASNR), I, the undersigned person, intending to be legally bound and recognizing the voluntary nature of my participation, hereby agree to and promise the following:

1. I have full knowledge of and understand the risks associated with participating in this event. I understand that there is a risk of loss or damage to my property. I understand that there is a risk of serious injury, permanent disability and death. I understand that participation in an activity aboard a military installation carries with it certain inherent risks and dangers in addition to those inherent to the activity in which I intend to participate. I accept full responsibility for the total costs of any damage to my property or for any medical treatment required for any injury I may sustain. I understand that, should I decline to execute this agreement, I will not be permitted to participate in this event.

2. With these dangers in mind, I fully and voluntarily assume the risks involved in my presence aboard CLNC or MCASNR and the risks involved in my participation in the activity stated above. In doing so, I understand that I am waiving – on behalf of myself and all of my guardians, executors, administrators, legal representatives, successors, heirs or assigns – all rights and claims for damages, demands, and any other actions stemming from any loss, damage or injury to my person or property that may arise from my participation or my presence aboard either installation. I agree to release from liability and hold harmless the United States Government and all of its agencies and departments, to include (but not limited to) the Department of Defense and the Department of the Navy. I also agree to release from liability and hold harmless the United States Marine Corps and all subordinate units and commands thereof, and Marine Corps Community Services. Finally, I agree to release from liability and hold harmless all commanders, officers, supervisors, military service members, employees and other agents of the United States Government or any subdivision thereof, and promise not to prosecute any of the aforementioned persons or their agents or representatives, successors or assigns in either their official or personal capacities. I understand that this waiver applies to any and all claims whatsoever, including those attributable to negligence.

3. I also understand and agree that I may be held liable for any damage, injury or loss to the United States Government that is caused by my own negligence, willful misconduct or fraud. Furthermore, I understand and agree that I may be held liable for any damage, injury or loss to any third party that is caused by my own negligence, willful misconduct or fraud. Finally, I promise to indemnify the United States Government and any of its agents or assigns for any cause of action arising out of my negligence, willful misconduct or fraud while aboard CLNC or MCASNR while participating in this event.

SIGNATURE:

__________________________________  ______________  ______________________________________
(Print Name) (Date) (Signature)
MCCS LEJEUNE NEW RIVER LETTER OF RELEASE FORM

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 ORGANIZATION LISTED BELOW.

(Sport) (Year)

ORGANIZATION REQUESTING PLAYER RELEASE (Unit):

NAME OF COACH (Rank, Last, First):

RELEASING ORGANIZATION AUTHORIZATION

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

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

SIGNATURE:

DATE: PHONE:

PRIVACY ACT STATEMENT

SCOR CIN 1205-1
AUTHORITY: 10 USC 5031; 5 USC 301: Departmental Regulations.
PRINCIPAL PURPOSE: Provides a record of all personnel authorized to use recreation property and facilities at Marine Corps activities.
ROUTINE USES: a. Provides emergency contact information when needed. b. Serves as authorized release to the media or public to publicize names and photographs of participants for marketing or other similar purposes. c. Serves as program record for all accounting functions.
DISCLOSURE: Disclosure of personal information is voluntary. However, if requested information is not provided, participation in Intramural Sports will not be allowed.

MO/GR-MCB WICL/CC/SPORT/24 (2/15) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0
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, for the Lejeune-New River Intramural program.
- Completing this form does not guarantee placement on a team; players will be placed on a first-come first-serve 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 Sports 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 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 season play. Free Agent placements will not be made after the third week of season play except on a case by case basis.

- Please return completed forms to the respective Sports Office (for email submissions, please contact the appropriate office for respective emails):
  - Camp Lejeune Office
    Goettge Memorial Field House
    Bldg 751, McHugh Blvd
    910-451-3762/2061/2710
  - New River Office
    Bldg AS4000
    Schmidt Street
    910-449-5844/0294/0306

Please Provide the Following Information

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

Name:  Click here to enter text.
Sport:  Click here to enter text.
Check one:  ☐ Active Duty ☐ AD Family Member ☐ DoD ☐ MCCS ☐ Retiree
Unit:  Click here to enter text.
      (COMPLETE NAME OF UNIT, if applicable)
Work Phone:  Click here to enter text.
Cell Phone:
E-mail:  Click here to enter text.
      (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
Any Intramural Athlete or Coach has the right and opportunity to appeal disciplinary actions handed down by the Sports 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 Sports 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:_____________________________________________ ______________________________

☐ First Offense  ☐ Second Offense  ☐ Third Offense

Penalty Issued:____________________________________________________________________

Appeal  Defense (attach pages if needed): __________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Sports 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 and 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): | □ Witnessed by Sports Office personnel |
| | Name: __________________________________ |
| | □ Witnessed by Game Official |
| | Name: __________________________________ |
| | □ Witnesses by teammate |
| | Name: __________________________________ |
| | □ Witnessed by Opponent |
| | Name: __________________________________ |
| | □ Other: __________________________________ |
| | Name: __________________________________ |

Recommended Penalty (include reference to MCO, Handbook, etc. where applicable):

Sports 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: __________________________
MCCS, SEMPER FIT DIVISION, SPORTS BRANCH,
WAGE GARNISHMENT AGREEMENT

ATHLETE

PRIVACY ACT STATEMENT

All requested information on form shaded in yellow must be provided. Completion of this form is mandatory for participation in the Marine Corps Installations East-Marine Corps Base Camp Lejeune Sports Program.

<table>
<thead>
<tr>
<th>Last name:</th>
<th>Sport:</th>
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<tbody>
<tr>
<td>First name:</td>
<td></td>
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<tr>
<td>Status:</td>
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</tbody>
</table>

I, Athlete Signature: [Signature]
Date: [Date]

Witness Name: [Name]
Rank/Title: [Title]
Signature: [Signature]
Date: [Date]

<table>
<thead>
<tr>
<th>Items NOT Returned</th>
<th>Quantity</th>
<th>Size</th>
<th>Number</th>
<th>Price EA</th>
<th>Total Price</th>
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This form is to be kept on file for the purposes stated above. Athletes failing to return issued equipment will be charged the cost of the items missing before being allowed to check out of Marine Corps Installations East-Marine Corps Base Camp Lejeune and/or participate in the next season’s sports calendar.
The following equipment listed below is to be used for 2015 Basketball 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 Lejeune-New River Sports Office.

<table>
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<tr>
<th>ITEM</th>
<th>SIZE</th>
<th>QTY</th>
<th>NUMBER</th>
<th>PRICE EA</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>Blue BBK jersey</td>
<td>M</td>
<td>4</td>
<td>2,3,4,5</td>
<td>$30.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>blue BBK jersey</td>
<td>XL</td>
<td>5</td>
<td>10,11,12,13,14</td>
<td>$30.00</td>
<td>$150.00</td>
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Wage Garnishment Agreement(s) MUST accompany this form

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 SPORTS OFFICE between the hours of 0800-1600. By signing, I understand that I am to use the issued equipment for the said reason only of participating in the named sport. I understand that if any of the equipment listed above is not returned, I am fully responsible to reimburse MCCS Lejeune-New River Sports Office for the cost listed.

Signature of Athlete/Coach: ______________________________________
Date: _____________________

Sports Office Use only

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

____ Items missing from above list.

Missing items: _______________________________________________________

Total Cost of loss: _________________________________

Signature of Official: ______________________________________
Date: ______________________

Updated 2012 March