

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:

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New River Air Station Location: New River Sports Office, AS-4000 Sports and Fitness Center

Sports Coordinator Contact:

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Attn: SPORTS

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Camp Lejeune, NC 28547

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Intramural 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" as applicable.

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 as applicable, are awarded based on MCIEAST-MCB CAMP LEJ BULLETIN 1710 dated 07 DEC 2017 or MCAS NR ASBul 1710 dated 05 DEC 2019.

Team Structure

All Intramural Sport Series (Commander's Cup) teams must be comprised exclusively of Active Duty service members 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 service member for individual sports.

Participation Requirements

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

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 M CCS Sports Program.

Co-Ed Team Criteria & Regulations

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

Coaches

Coaches for Intramural 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 head 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. M CCS 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. Flag Football
5. Ultimate Frisbee
6. Deck Hockey
7. Kayak Races

Tournament/Sports Series

1. Indoor Soccer Tournament
2. In-Line Hockey League
3. Co-ed Volleyball Tournament
4. Women's Softball League
5. 7 v 7 Soccer Tournament
6. Ultimate Frisbee Tournament
7. Fall Softball League
8. Snowball Softball Tournament

Policies

By-Laws

Bylaws are specific rules set forth for each Sport that all participants are required to follow. Each team will receive a copy of their sport's respective bylaws at the mandatory preseason coaches' meeting. It is the direct responsibility of the team coach to ensure all athletes are aware and abide by the bylaws. Individual copies of bylaws are available upon request at the 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., SECDEF Policy Memo 16-001, DoD Tobacco Policy/e-cigs Dated 8 Apr 16. Head Coaches are held responsible for their team's adherence to this order & policy.

Pet Policy

In accordance with MCIEAST-MCB CAMLEJO 10570.2 domestic animals are not permitted at MCCS organized activities. Service dogs are permitted in accordance with applicable laws.

Personal Property Damage Policy

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

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 should include all service members' information (excluding PII) participating. The team's coach is responsible to ensure all athletes are assigned to their respective unit.

Game Rosters

Each team is required to submit a Game Roster that includes all players (within the roster limit for the respective sport) eligible to participate in the scheduled game by 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.

Tournament Sports Series

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 property of the Sports Branch 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.

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 M CCS. Inclement weather can compromise patron safety. Game delays and/or cancellations due to weather are unavoidable and can be hard to forecast. The 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 M CCS staff member will be responsible for making the call to delay or cancel the game. If a M CCS staff is not present at the field for any reason to make the call, the responsibility of the call will be deferred to head official(s) on site at the time. Every effort will be made to initially delay the game, instead of canceling, and resume when the conditions improve.

In the event of lightning during game time, the game will be 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 local agency rules and regulations that govern their respective sport as well as any affiliated national governing body's set of rules (ex: NCAA, FIFA, etc.)
3. Athletes, Coaches, and spectators will adhere to, and respect, the rules and regulations set forth for the Sports program by the MCCS Sports Office.
4. **Only** designated team captains may address officials with concerns of rules, tempo, and/or atmosphere of the game.

OFFENSE	ACTION(S)	LENGTH OF SANCTION(S)	SANCTION(S)
LEVEL 1	Excessive Profanity Taunting/ Baiting (<i>first offense</i>) Argumentative/Unruly Behavior Failure to comply after Warning Other Offenses deemed Level 1	One (1) week	Immediate removal from site; plus one week ban from all Intramural programs, activities, and facilities.
LEVEL 2	Verbal Abuse Inciting unruly behavior Taunting/ Baiting (<i>second offense</i>) Abuse/Damage to Property Failure to comply with Smoking/Tobacco/Alcohol Policy Other offenses deemed Level 2	Two (2) weeks	Immediate removal from site; plus two week ban from all Intramural programs, activities, and facilities
LEVEL 3.1 "No Tolerance"	Fighting/ Violence Verbal/Written Threats Belligerence Racial Slurs or degrading comments Possession/Use of illegal drugs Other offenses deemed Level 3.1	One (1) Year	Immediate removal from site; plus sanctions according to severity of offense.*
LEVEL 3.2 "No Tolerance"	Assaulting a patron, official or staff member Weapons Possession/Use Other offenses deemed Level 3.2	Two (2) years	Immediate removal from site; plus 2 year ban from all division programs, activities

			and facilities (possible criminal offense per state statute)*
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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 M CCS 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, M CCS Sports staff member, or appointee present at the time.

If necessary, team Coaches/Captains are responsible to assist the M CCS staff and officials on site obtain the ejected person’s identification. All ejected persons must leave the facility immediately, and may not return to the field of play until they have met with appropriate M CCS 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. M CCS 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.