



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMHD-MWR

26 August 2019

STANDARD OPERATING PROCEDURES

SUBJECT: Fort Hood Family and MWR Sports Program Standard Operating Procedures

1. **REFERENCES:** AR 215-1, Non-appropriated Fund Instrumentalities and Morale, Welfare and Recreation Activities, 24 September 2010.
2. **PURPOSE:** To provide policy and procedural guidance for the conduct of the Fort Hood Intramural Program.
3. **PROGRAM OBJECTIVE:** To promote unit morale, Esprit de Corps, teamwork, physical fitness and to develop leadership, sportsmanship and increasing Soldier readiness through sporting/athletic activities.
4. **COMMANDER'S CUP:**
 - a. The Commander's Cup Competition is made up of teams and individual Competitive sports throughout the year. These sports start in January and run the through the calendar year.
 - b. Commander's Cups are awarded each year to the organization earning the most Commanders' Cup Points in all Brigades identified in enclosure 1.
 - c. Each unit will register with the Sports Office: 254-286-5800 or 254-286-5760.
5. **GENERAL:**
 - a. Commanders are encouraged to support the sports program to the fullest extent possible. Sports provide an adjunct to physical training thereby maximizing physical activity by military personnel.
 - b. Each BDE will assign an individual as the Athletic & Recreation (A&R) Representative.
 - (1) A&R rep will assist with publicizing and promoting Sporting events.
 - (2) Attend A&R committee meetings.
 - c. During regular season play, each tenant unit can submit as many teams as they wish. The league coordinator have the authority to invoke registration caps if they deem necessary.

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6. ELIGIBILITY:

a. Active duty military personnel assigned or attached to Fort Hood on official orders are eligible to participate in Commander's Cup Competitions.

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

7. UNIT LEVEL:

a. Unit level competition will be limited to regular Tables of Organization and Equipment/Tables of Distribution and Allowances (TOE/TDA) companies, batteries, troops, and equivalent sized units.

b. Participation with one company level team renders the individual ineligible to participate with another company team during the current season. Participants who change units during the season will still be considered part of the original company they started the season with or they have the option to play for new unit. If they decide to play for new unit they cannot switch back to previous unit/team.

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

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

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

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

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

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

(4) Unit Commanders and the Intramural Coordinator will ensure all players meet the eligibility requirements.

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

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

8. OPEN EVENTS:

a. Active Duty Military assigned to Ft. Hood, Ft. Hood DOD, Civilians, and Family Members, 18 years and older is eligible to participate in non-Commander's Cup Competitions. Eligibility IDs will be required for proof of eligibility at request of sports coordinator.

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

(2) There are no unit restrictions relating to team composition in the leagues open to the public.

9. ENTRIES:

a. Units may enter one or more teams in Intramural by submitting a **Letter of Intent (LOI)** to the League Sports Coordinator. The unit A&R Representative, or coach, will provide a copy of the **roster** to the Intramural Coordinator before the first game. Rosters must include members' first and last names and a phone number of the coach or representative of the team. The Commander/First Sergeant of the battery/company must sign rosters. Players will only play on one of the unit teams. If one of the teams drops out of the league, Soldiers that have participated with that team may NOT play with any other team that season.

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

c. Units must submit their **final** team roster prior to championship. Players can't be added or dropped after post championship tournament play begins. Exception will be considered on an individual bases. Extenuating circumstances must be present to be considered for exception to the roster provision.

d. Runs: Units must submit a minimum of 10 runners from their unit.

10. ESTABLISHMENT OF LEAGUES

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

(1) Team Sports – Basketball, Flag Football, Kickball, and Softbal.

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(2) Team Runs- Hero 5K, Remembrance 5K, Army 10 miler, and Jingle Bell Dash 5K

b. Units are authorized to form BDE/BN level teams in the following sports: Frisbee, Bowling, Cornhole, Inner Tube Water Polo, Dodgeball, Volleyball, and Soccer.

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

11. TYPES OF COMPETITION: Round robin, single or double elimination competition will be based upon the following factors:

- a. Number of participants per league.
- b. Availability of facilities, i.e., courts, fields
- c. Availability of staff.
- d. Availability of supplies and equipment.
- e. Availability of funds.
- f. Time limitations due to military training schedules.

12. LEAGUE PLAY:

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

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

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

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

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

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

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

13. EQUIPMENT:

a. The respective Sports Coordinator will provide footballs, basketballs, soccer balls, softballs, dodgeballs, Frisbees and volleyballs, to the participating team/individual prior to each game.

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

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

15. CONDUCT:

a. Any unsportsmanlike act such as verbal abuse, profanity, threats and fighting have no place in the Fort Hood Sports Program, and will not be tolerated.

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

c. **Swearing and abusive remarks** directed towards opponents, officials, fans, or supervisors are behaviors which casts a negative atmosphere over intramural play and may lead to more serious problems. Officials will penalize such behavior with a technical foul/unsportsmanlike conduct penalty.

(1) The first technical/unsportsmanlike conduct received by a player will result in an ejection from the game and a warning being filed. The second technical/unsportsmanlike conduct will result again in an ejection from the game and that player must now meet with the Sports Director for a possible suspension. The third technical will result in an automatic ejection from the league.

(2) Team member, captain, coach, spectator or the entire team may be asked to leave the playing area if displaying unsportsmanlike conduct or abusive language. Any contest may be forfeited by the official and/or supervisor of the activity when a team, a team participant, captain or coach exhibits unsportsmanlike conduct or disruptive behavior during the contest. Team captains or coaches may be warned prior to forfeiting the contests; however, it will be at the discretion of the officials to forfeit that contest if deemed necessary to avoid a violent confrontation.

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

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

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

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

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

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

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

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

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

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

16. RESPONSIBILITIES:

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

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

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

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

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

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

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

(7) Unit commanders will encourage participation in individual sports.

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

b. Fort Hood Sports Office:

(1) Conduct the installation off-duty Intramural Sports program.

(2) 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/Commander's Cup standings on a regular basis.

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

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

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

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

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

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

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

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

(4) The A&R Representative should determine the needs of the soldiers within their unit. The A&R Representative must communicate effectively with their unit on all sports activities.

(5) The A&R Representative must coordinate with Sports Coordinator 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

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

17. RULE BOOKS:

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

- (1) Flag Football – NIRSA
- (2) Basketball - NCAA
- (3) Volleyball - USVBA
- (4) Slow Pitch Softball - USA SOFTBALL
- (5) Soccer – FIFA
- (6) Inner Tube Water Polo- NIRSA
- (7) Bowling- USBC
- (8) Kickball- WAKA
- (9) Dodgeball- NADA
- (10) Ultimate Frisbee- UURU
- (11) Cornhole- ACA

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

18. LEAGUE DIRECTIVE: This MOI will be published on the MWR Sports Website prior to the start of each Intramural sports program. League Sports Coordinators may also publish a supplement to this MOI, specific to their respective league. The Intramural coordinator will set the dates for the respective league championships. Competition during the League and Post Championship Tournaments is allowed on scheduled dates only. Early competition during these tournaments is not allowed. This is to preserve the spirit of fair competition. All

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participants during the League or Post Championship Tournament will compete under the same conditions.

19. AWARDS: The Sports Office will issue awards to teams and units for individuals competing under the following guidelines.

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

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

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

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

20. COMMANDER'S CUP COMPETITION:

a. The Commander's Cup program occurs in three phases: Phase I (Company, Battery, Troop level league play), Phase II (Installation Invitational Championship), and Phase III (Commander's Cup).

b. Phase I (Company, Battery, Troop level league play) will be conducted through the normal Intramural Unit level procedures and championships.

c. Top 16 Company, Battery, Troop teams for each of the sports, which will feed Phase II (Installation Invitational Championship).

d. Phase II (Installation Invitational Championship) will be conducted through the Garrison DFMWR Sports Program. They will plan, coordinate and execute Installation Invitational Championships.

e. Phase III (Commander's Cup) all the place points will be totaled and the Commander's Cup will be presented to the overall point winner. The winning BDE will be awarded the Commander's Cup for one year. Commander's Cup celebration will be the second week in December.

f. Commander's Cup must be returned back to the sports office after Thanksgiving of the following year.

21. COMMANDER'S CUP POINTS:

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

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

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

(a) Bowling Event –

- 1-5 participants = 10 points
- 6-10 participants = 20 points
- 11-20 participants = 30 points
- 21-30 participants = 40 points

(b) Cornhole Event –

- 1-5 participants = 10 points
- 6-10 participants = 20 points
- 11-20 participants = 30 points
- 21-30 participants = 40 points

(c) Running Events –

- 10-25 participants = 10 points
- 26-75 participants = 20 points
- 76-150 participants = 30 points
- 151-250 participants = 40 points
- 251+ participants = 50 points

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

- Post Champion = 50 pts
- Post Runner-up = 25 pts
- Third Place = 15 pts

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

- First Place = 7 pts
- Second Place = 5pts
- Third Place = 3 pts

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

22. TOURNAMNET BRACKETS & SPECIAL EVENTS:

a. For all Fort Hood Intramural Post Championship Tournaments, a 16 team tournament bracket will be used.

b. The Fort Hood Sports Office will conduct special events throughout the calendar year. These events are not part of the Commander's Cup Competition.

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

d. Administrative details on how and where these events will be conducted will be established in a supplement to this MOI to be published prior to the tournament, meet or event.

23. VARSITY SPORTS PROGRAM: A separate comprehensive MOI is posted to the MWR Website.

24. ALL ARMY SPORTS PROGRAM:

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

25. POINTS OF CONTACT:

a. Sandra Repinski-Jensen, Intramural Sports Coordinator, 254-286-5800, Sandra.m.repinskijensen.naf@mail.mil.

b. Derrick Perry, Sports Director, 254-287-1306, derrick.t.perry.naf@mail.mil.