



## DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-5000

COMDTMIDNINST 1710.16  
10 May 2004

### COMDTMIDN INSTRUCTION 1710.16

Subj: CLUB SPORTS POLICIES AND PROCEDURES

Ref: (a) COMDTMIDNINST 1710.13 (USNA SCUBA CLUB STANDARD OPERATING PROCEDURES)  
(b) COMDTMIDNINST 1710.14D (EXTRACURRICULAR ACTIVITIES)  
(c) COMDTMIDNINST 4653.1G (MOVEMENT ORDERS AND EXCUSAL LIST)  
(d) USNA/ACC INST 7010.2A (NONAPPROPRIATED FUND PROCUREMENT POLICY)  
(e) PRIZES AND AWARDS SPECIAL ORDER 1650.1A

Encl: (1) General Information  
(2) Establishment of Club Sports  
(3) Responsibilities  
(4) Facilities  
(5) Schedules  
(6) Rosters  
(7) Finance  
(8) Inventory  
(9) Awards  
(10) End of Year Report/Elections  
(11) Report Formats

1. Purpose. Enclosures (1) through (10) define club sports activities and provide policy, procedures and reports applicable to these activities. Enclosure (11) provides formats for required reports.

2. Information. This instruction is published for information and compliance by members of club sports programs.

A handwritten signature in black ink, appearing to read "Charles J. Leidig".

CHARLES J. LEIDIG

Distribution:  
COMDT (1)  
Deputy COMDT (1)  
Dir PE (7)  
OPS (6)  
Performance (1)  
Bn Ofcrs (6)  
Co Ofcrs (30)  
Club Sports O-Reps (16)  
Club Sports Presidents (16)

## GENERAL INFORMATION

1. Club Sports. This section provides guidelines for all club sports. Club sports are established for the recreation and physical development of qualified members of the Brigade, to offer opportunities for Midshipmen to develop leadership and managerial skills, and to permit Midshipmen to acquire special athletic skills not available within varsity, intramural or physical education programs. Participation in the Club Sports Program is voluntary.

2. Responsibility. The Commandant of Midshipmen is responsible for all club sports. The Head of the Physical Education Department, through the Club Sport Director will act for the Commandant on all matters of routine administration of these sports. A commissioned or non-commissioned officer attached to the Naval Academy Complex will act as the Officer Representative for each club sport.

3. Coordination. As club sports occupy a unique niche in the Academy's physical mission, care must be exercised to support them in conjunction with all other commitments placed upon midshipmen's time. Generally, unless exception is approved, special privileges are not granted to club sport participants.

a. All midshipmen club sport members must:

- (1) Drill.
- (2) Attend all formations and parades.
- (3) Attend all home football games.
- (4) Not miss any classes due to club sport related movement orders.

(Participation in respective national championship series competition may be considered for exception on a case-by-case basis.)

- (5) Abide by all USNA logistics rules and regulations.

4. Administration. The Head of the Physical Education Department is responsible to the Commandant for all club sports. The Club Sports Director will administer the program for the Head, Physical Education Department. The Commandant's Operations Officer retains oversight of logistics, facilitates Morale Welfare Fund administration and assists in deconfliction of scheduling matters.

5. Organization. The following are authorized club sports (number of intramural exemptions):

Boxing (25)	Karate (30)	Soccer (M) (25)
Combat Pistol (15)	Lacrosse (M) (35)	Softball (W) (18)
Cycling (25)	Lacrosse (W) (30)	Tennis (W) (12)
Ice Hockey (65)	Power Lifting (30)	Triathlon (21)
International Pistol (30)	Rugby (M) (75)	Volleyball (M) (25)
Rugby (W) (50)		

Enclosure (1)

6. Intramural Exemptions.

a. Naval Academy Sports Advisory Committee. Each spring the Naval Academy Sports Advisory Committee (NASAC) will meet to evaluate the intramural exemptions for the following academic year. Unless requested by the NASAC and approved by the Commandant, the number of intramural exemptions will not change from year to year. In determining the number of intramural exemptions, the NASAC will review the impact of club sports intramural exemption on varsity, junior varsity and intramural programs. The NASAC will make recommendations to the Commandant on any additions or deletions to these programs.

b. Committee Members. Members of the NASAC include:

- (1) Deputy Commandant
- (2) Head, Physical Education Department
- (3) Operations Officer
- (4) Deputy Director of Physical Education
- (5) Executive Officer of Physical Education
- (6) Midshipmen Activities Officer
- (7) Midshipmen Welfare Fund Director
- (8) Club Sports Director

c. Request for Exemption Changes. Requests for changes in intramural sport exemptions should be submitted to the Club Sport Director no later than 1 April for the following academic year.

ESTABLISHMENT OF CLUB SPORTS

1. Club Sports. The established club sports, in conjunction with all other Naval Academy programs, create an exceptionally diverse environment for Midshipmen and emphasize excellence. The size, variety and overall number of club sports must be carefully monitored to ensure a vibrant, fully-supported range of athletic opportunities.
2. Criteria. The base criteria for NASAC to consider an ECA for Club Sport designation are:
  - a. The team has a qualified coach, if required for safety reasons.
  - b. The team has been established as an ECA for four years.
  - c. The team has a designated Officer Representative.
  - d. The team has an approved Club Constitution on file.
  - e. The team is of a competitive nature and engaged in competition with other outside teams on a club or collegiate level with conference affiliation or a national championship.
3. Request to Establish New Club Sport. A request for a new club sport must be made in writing to the Commandant of Midshipmen and reviewed by the NASAC. The following information should be included in the request using the format of appendix (14).
4. Disestablishing a Club Sport. The NASAC may recommend to the Commandant that a club sport be disestablished due to the following:
  - a. The club sport no longer warrants continued operation.
  - b. A varsity or junior varsity sport is established in the same sport.
  - c. When membership drops below number of intramural exemptions allowed.
  - d. Failure to submit required reports.
  - e. Poor attendance or attendance records.
  - f. A team fails to practice on scheduled intramural days.
  - g. A coach is not available for safety-oriented sports, such as rugby.
  - h. The club is placed on probation for more than one year in four.
  - i. Failure to follow USNA rules and regulations.
  - j. Any inappropriate benefit, gratuity or sponsorship as a result of their participation in said club is accepted.

Enclosure (2)

5. Eligibility. For a Midshipman to be eligible for a club sport the midshipman must meet all academic, professional and physical education criteria:

a. Fully eligible. Those members who meet the eligibility requirements for movement orders stipulated in reference (b).

b. Yard eligible. Not eligible for club sport movement orders. Members not meeting eligibility requirements of reference (b) for club sports movement orders may practice and play on the Yard but are not authorized to participate in club sports movement orders off of the Yard. In all cases, participation in Physical Education remedial programs is a higher priority than participation in club sports.

c. Not eligible. A midshipman will be suspended from any and all participation in a club sport if the Midshipman's Company Officer deems it necessary due to poor academic, professional or physical education performance. The suspended Midshipmen will then participate in an alternate physical education program.

RESPONSIBILITIES1. Midshipman Club President.

a. Responsibilities. Each club shall elect a Club President. Voting members shall be those who were club letter winners of the second, third and fourth class on the team. Nominees should be pre-approved by the Officer Representative prior to voting. After election, the results will be forwarded for review using format of appendix 7 to enclosure (11), to the Head of Physical Education Department and approved by the Commandant before being finalized. The President will preside over and coordinate all meetings and functions of the club and will be held responsible in all matters to the club's Officer Representative and the Club Sports Director. The Club President shall:

- (1) Ensure that all required forms and documentation are submitted in the proper format and on time for approval by the Officer Representative.
- (2) Ensure that all club members attend practices in accordance with club sport policies.
- (3) Ensure every intramural date is a club sport meeting date.
- (4) Ensure daily attendance is recorded and submitted monthly using appendix (21) to enclosure (11).
- (5) Prepare and submit yearly budget request to Club Sports Director via Officer Representative using the format of appendix (13) to enclosure (11).
- (6) Be cognizant of expenditures of funds with Midshipmen Welfare Fund in accordance with members desires and approval of the Officer Representative.
- (7) Make all travel arrangements via the team Officer Representative.
- (8) Ensure that all game reports are turned in on time. The information of appendix (2) to enclosure (11) should be submitted to Director Club Sports via E-mail by 0800 each Monday.
- (9) Update the Club's constitution for approval by membership, as necessary.
- (10) Promote and ensure that all members abide by all USNA rules and regulations.
- (11) Assign appropriate club related duties to other club officers/members such as the secretary and treasurer.
- (12) Submit initial rosters and changes there to using appendix (19) to enclosure (11).

Enclosure (3)

## 2. Coach/Assistant Coach.

a. Responsibilities. A club sport coach is a contracted civilian employee or military member who is recommended via the Officer Representative, Club Sports Officer and approved by the Head of Physical Education Department (or acting in his/her absence, the Deputy Physical Education Officer). A club coach:

- (1) Upon approval of the MWF Budget by the Superintendent, coaches may be compensated by the Midshipmen Welfare Fund (applies to civilian coach only).
- (2) Will conduct all practices and competitions.
- (3) Develop and improve skills of the midshipmen club members.
- (4) Assist club officers in scheduling games.
- (5) Develop and employ safety procedures.
- (6) Attend all games and practices will be attended by the coach, assistant coach or officer representative.
- (7) Set the highest standards of honor, courage, commitment, fair play and sportsmanship both on and off the field and foster those ideals in Midshipmen.
- (8) Coordinate equipment, facility and supply usage with the Club Sports Director, Officer Representative and Club President.
- (9) Promote good sportsmanship.
- (10) Comply with any additional duties tasked by Club Sport Director.
- (11) Abide and actively support all USNA rules and regulations.
- (12) Have a club sports contract on file in Club Sports Director's Office, Midshipman Welfare Fund and Human Resources before stepping on the field/court. The contract of Appendix (8) to enclosure (11) or a similar contract if required by the Non-Appropriated Fund Division will be used for this purpose.

b. Firing or Dismissal Procedures. A club sport coach can be dismissed at the discretion of the Commandant at any time.

c. Assistant Coaches are subject to all guidelines applicable to club sport head coaches as their selection will be recommended by the respective team's officer representative, endorsed by the club sports director and approved by the Head of the Physical Education Department (or acting in his/her absence, the Deputy Physical Education officer).

## 3. Officer Representative

a. Responsibilities. Commissioned officer or senior enlisted attached to the Naval Academy complex will be appointed to serve as Officer Representative of each club sport. The Officer Representative:

(1) Shall not be appointed to serve as Officer Representative for more than one club, BSA or varsity sport.

(2) Report all injuries to the Club Sports Director in written form within one working day of the injury. Use appendix (1) to enclosure (11) for this purpose.

(3) Should apply for the Officer Representative position using the form of appendix (17) to enclosure (11).

(4) Is responsible to the Commandant of Midshipmen for enforcing and promoting USNA standards of conduct and appearance of the Midshipmen.

(5) Is responsible to the Commandant for enforcement of all USNA rules and regulations.

(6) Is responsible for the financial management and accountability of the resources to support the club sport to include: procurement approval of all funds. Maintained by the club, budget execution of annual MWF budget, and equipment inventory with custody cards for record purposes.

(7) Shall ensure requests for augmentation of funds or reallocation of approved funds are submitted in writing to Commandant via the Head of Physical Education, Club Sports Director and Midshipmen Welfare Fund.

(8) Shall ensure that all reports are properly prepared and submitted on time.

(9) Shall sign all movement orders (MO's) and ensure all participants are in correct uniform and mustered for inspection at the time and place specified on movement orders.

(10) Ensure midshipmen are aware of departure and return times, and modes of authorized transportation.

(11) Will act as Commandant's representative while away from USNA. Responsibilities include: safety of personnel and equipment, standards of decorum, taking on scene action to protect life and property, and submitted reports to proper authorities, and checking out with and reporting return to the Officer of the Watch.

(12) Ensure club members meet criteria for being placed on an MO and for participation in a club sport.

(13) Ensure special request chits initiated by midshipmen are promptly processed.

(14) Ensure the club's roster is kept current and eligibility rules are followed. This roster shall be maintained in the Aptitude for Commission section of MIDS and by submission of the information in appendix (19) to enclosure (11).

(15) Ensure the accountability of midshipmen during all practices and competitions.

(16) Review and sign the attendance muster monthly and turn in to Club Sports Director.

(17) Review all correspondence, speeches and material for good taste, inadvertent inclusion of classified material and for quality and content that reflects creditability on the author and USNA before any releases, presentations or publications.

(18) Ensure club spaces are clean and orderly.

(19) Ensure that no obligation, other than those authorized by the approved club budget and schedule, is incurred and no invitation is extended by the club without prior written approval from Head, Physical Education via the Club Sports Director.

(20) Have competition schedules prepared and submitted to Club Sports Director for approval.

(21) Supervise and establishment of custody records of all equipment. Maintain continuous inventory with Club President.

(22) Must notify Club Sports Director and midshipmen of all additions or deletions to the program's roster, using appendix (9) to enclosure (11).

(23) Military performance comprises almost 18% of a midshipman's overall Order of Merit. Military performance is reflective of the grades that the Company Officer assigns midshipmen on their Fitness Report (FITREP) or Evaluation (EVAL). To allow coaches and Officer Representatives the ability to provide input to the performance grades, you will have the opportunity to submit performance information via MIDS. The Commandant will disseminate periodic notices related to the FITREP system used by the Company Officers in evaluating all midshipmen. Officer Representatives are to familiarize themselves with these notices and follow the appropriate reporting periods. Unless otherwise directed, midshipmen inputs are to be submitted twice per year for all midshipmen assigned to your team. Due dates are 1 November and 1 April, regardless of sport season.

#### 4. Club Sports Director

a. Chain of Command. Reports to the Head of Physical Education via Executive Officer, Physical Education/Deputy, Physical Education Officer.

b. Midshipmen Welfare Fund. The Club Sports Director provides club sport budget requests to the Midshipmen Welfare Fund via the Head of Physical Education, and must work closely with Midshipmen Welfare Fund Director in the financial status of all clubs.

c. Operations. The Club Sports Director coordinates all club sport activities with the Commandant Operations Officer, via the Logistics Officer and Schedules Officer.

d. Administration. The Club Sports Director is responsible for the day-to-day operating function of the Club Sports Programs.

FACILITIES

1. Facilities Assignments. Spaces within the Physical Education Department's buildings are assigned by the Head of the Physical Education Department. Club sports requiring space or modifications to existing spaces may submit such requests in writing to the Head of the Physical Education Department, via the Club Sports Director.
2. Access to Spaces. Only midshipmen who are listed on the current membership roster and within the number of exemptions authorized for that club sport are authorized access to the assigned spaces. The privilege is automatically denied to any Midshipman whose name is removed from the roster of the club. The Officer Representative of the club sport is responsible for all keys to their club sport spaces. Spaces are to be used only during authorized club sports times. The Club President is responsible for ensuring spaces/equipment is properly secured.
3. Keys. The Facilities Manager or First Lieutenant of the assigned building will retain a duplicate or master key for all club spaces in his/her office. At the end of the academic year, but before Commissioning Week, the outgoing Officer Representative will make sure all keys are properly tagged, accounted for and returned to the Facilities Manager or building First Lieutenant.
4. Lock or Key Replacement. Lock replacement and key duplication requests will be submitted, in memorandum format, to the appropriate First Lieutenant via the Officer Representative. Cost for these services will be charged to the club.
5. Club Spaces. All club sports spaces must be maintained in a clean and orderly manner. Spaces are inspected periodically by the Club Sports Director, Officer Representative, and Fire Marshall. Personal clothing or equipment extraneous to the club's purpose is not to be left in assigned spaces at any time.
6. Practice Areas. Fields and other practice areas are assigned to each club sport by the Head, Physical Education Department. Submission of work requests/orders with regard to the maintenance of the fields is the responsibility of the Facilities Manager, Physical Education Department. Any questions or problems concerning field preparation or maintenance should be directed to the Club Sports Director who will contact the Physical Education Department's Facilities Manager.

SCHEDULES

1. Submitting a Schedule. Each club sport is required to submit their proposed schedule to the Head of the Physical Education Department via the Club Sports Director as outlined below. A format similar to or that contains the same information as that of appendix (20) to enclosure (11) should be used. If the event requires registration/entry fees or a deposit, prior approval from the Head of the Physical Education Department and Operations Officer are required before committing the Naval Academy to attend. The Club Sports Director will coordinate all activities with the Brigade Schedules Officer and Physical Education Facilities Manager to avoid conflicts.
    - a. Fall Club Sports Schedules are due on the first Friday of September.
    - b. Winter Club Sports Schedules due on the last Friday in November.
    - c. Spring Club Sports Schedules due the last Friday in February.
  2. Home Games. All home games will be scheduled to start no earlier than 0800 on Saturdays and will finish 45 minutes before march-on formation, in the event of a home football game. Club sports are not authorized to miss home football games and are not drill exempt. Home contests on Sundays should begin after 1200 to allow for worship services.
  3. Schedule Changes. Once a club's schedule is submitted, it is important to minimize changes. If a change is necessary, notify the Club Sports Director as soon as practicable.
  4. Printed Schedules. The Club Sports Director will publish a fall, winter and spring sports brochure. This will be completed as soon as all club sports schedules have been approved.
  5. Game Results. Game results will be reported to the Club Sports Director by 0800 on the Monday after each weekend competition, or by the end of the next business day if the game is during the week. Game results may be submitted by any one of the following:
    - a. Macdonough Hall, 2<sup>nd</sup> deck, Club Sports Office.
    - b. Faxing the report form to 410-293-4892/5545.
    - c. E-mail the reports form to the Club Sports Director.
- It is important that the report format be followed. It will be used to assist in tracking the amount of game time played, attendance and public relations information. Clubs are responsible for timely and accurate submission of all information to the Club Sport Director.
6. Posters and Schedule Cards. Each club sport will receive one set of 150 posters and schedule cards.
  7. Contracts. If a contract is desired for a competition appendix (3) to enclosure (11) may be used.

ROSTERS

1. Rosters. Rosters containing only the names of members of the sport who are intramural exempt are to be submitted in to the Club Sports Director after having been reviewed by the Club President and Officer Representative. The roster is due on the 8<sup>th</sup> day of each set and should be updated with the Club Sports Director every two weeks. Any members dropped or added to the sport must fill out the drop/add form and return it to the Club Sports Director, via the Officer Representative, by close of business the following workday. If a midshipman does not appear on a team exemption list, they must attend intramurals. Appendix (19) to enclosure (11) is used for this report. The Officer Representative or President should also update the roster in the Aptitude for Commission section of MIDS. This will be necessary to enter aptitude grades.

2. Attendance. Midshipmen participating in an in-season club sport must work out with their club team every day that intramurals are scheduled. Only items that are listed higher in the table of priorities take precedence and are a valid excuse for missing practice.

a. Attendance Records. Will be kept by the president of the club sport and a detailed record will be turned into the Club Sports Director by the last day of each month that the club sport is intramural exempt. The list shall be verified and signed by the Officer Representative. Failing to do so will put the club sport in jeopardy of losing club sport status. Submit appendix (21) of enclosure (11) to Director Club Sports on the 1<sup>st</sup> of every month.

3. Practice Time. In order to prevent excessive demands on club member's time, practice will be limited to a daily limit of 3 hours and a weekly limit of 18 hours. Clubs must have at least one day off per week from organized practice and competition.

4. Responsibilities

a. President. Club Presidents are required to take daily muster and ensure all members are present unless they have a valid excuse as outlined in paragraph 2 above. Excessive absences will cause the removal of that Midshipman from the club sport and assignment to intramurals by the Club Sport Director. An unauthorized absence will be reported and appropriate action taken by the Club President.

b. Officer Representative. The Office Representative will consult with the Club President on a weekly basis regarding club attendance and will direct the Club President to drop team members with unsatisfactory attendance records and notify the Club Sports Director of this change. Officer Representatives shall ensure appropriate follow-up to attendance issues.

c. Club Sports Director. The Club Sports Director will remain cognizant of club attendance through the submission of all club attendance records and will submit, in writing, a summary of all clubs attendance rosters to the Operations Officer, Midshipman Activities Officer and the Head of the Physical Education Department. If attendance becomes a prevalent problem for any club, the Club Sports Director will make a recommendation to the Head of the Physical Education Department that the club be discontinued.

FINANCE

1. Midshipmen Welfare Fund Budget Request. Any club sport desiring financial assistance from the Midshipmen Welfare Fund for the following academic year shall submit the request (five copies required) on the Budget Request Form to the Club Sports Officer by the first Friday in March. Before the request is submitted, it should be compared to the Midshipman Welfare Funding criteria. The justification of the budget request should be specific and written as if it were being submitted to a committee which is not familiar with the club sport, its purpose, or in what manner the requested item is to be used. Requests for national competitions will be accounted for in a separate line item of the overall Midshipmen Welfare Fund budget. Specific forms will be utilized to access funds for national competitions and can be obtained through the Club Sports Director. Endorsement of budget requests by the Officer Representative and the Head of the Physical Education Department is required. Budget requests will be submitted in the format of appendix (13) to enclosure (11).
2. Budgeted Accounts. Once budgets are approved, they will be placed in accounts for the respective club sport. Disbursements from these accounts must be approved by the Officer Representative and are authorized only for those items approved in the annual budget request.
3. Reserve Accounts. A club sport may supplement budgeted accounts with personal contributions from team members. These funds will be placed in a reserve account and will be maintained separately from the activity's budgeted account by the Administrator, Midshipmen Morale Fund. Financial obligations, which are not budgeted, may be paid with funds held in this reserve account, if approved by the Officer Representative.
4. Disbursement. Disbursements from either the budget or reserve accounts will be made by the Administrator, Midshipmen Welfare Fund.
5. Petty Cash Fund. Club sports are not authorized a petty cash fund.
6. End of Year. Funds remaining in budgeted accounts after 30 June will be returned to the Midshipman Welfare Fund. Balances held in reserve accounts will be carried forward to the next academic period.
7. Receipts. All disbursements require return of receipts.
8. Employment Contracts. All coaches' contracts must be initiated by the Officer Representative, signed by the Club Sports Director and approved by the Head of the Physical Education Officer and taken to Human Resources (HR) via the Commandant Supply Officer for processing. Use appendix (8) of enclosure (11) or similar form provided by HR for this purpose.
9. Procurement. Reference (c), the non-appropriated Fund Procurement Policy, is to be strictly adhered to. For any expenditure in excess of \$1,000 an approved bid comparison is required. Obtain appropriate forms from MWF, similar to appendix (15) {bid comparison} or appendix (5) {purchase order approved required for all purchases}

Enclosure (7)

10. Purchase Authorization. Only those persons designated in writing using appendix (6) to enclosure (11) and on file in MWF may authorize purchases. This is normally limited to the club president, treasurer and officer representative. They should be aware of the monetary limit of their authorization authority as established by MWF.

INVENTORY1. Equipment Custody

a. Accountability. Strict accountability of equipment and property is required to preclude loss or theft and provide a continuous record of accountability from the time of receipt or purchase until the item is surveyed or expended. Inventory lists will be turned in with the mid-year report and the end of year report.

b. Officer Representative. The Officer Representative maintains ultimate responsibility for all equipment, ensures timely inventories are conducted, makes sure inventory sheets are properly maintained, and ensures equipment is afforded proper care and security. He or she will make sure the bi-annual inventory reports are properly submitted in the mid-year and end of year report noting major discrepancies concerning club equipment. All reports are submitted to the Club Sports Director.

2. Reports

a. Inventory Report. Each club will use the inventory report forms of appendix (11) to enclosure (11). Inventories will be performed at least twice a year during the mid-year report and then during the turnover of the club president; both the outgoing and incoming president will be present at the inventory and turned in with the end of year report. Inventories will also be conducted during the Officer Representative turnover. Any items which are considered appropriate for inclusion as permanent custody record item will be added and lost or expended property will be surveyed.

b. Custody Records. Individual custody records will be prepared for each item of property or equipment that has a value of \$50.00 or more. Each club sport is to develop its own custody record cards and maintain a current file of the equipment. Record cards should include, as a minimum, item description, quantity and date of purchase or receipt. The Officer Representative will ensure the equipment custody cards are maintained on a current basis. New cards will be prepared for new property which qualifies for accountability control. Lost or expended property must be surveyed.

c. Surveys. Surveys are used for the expending of lost, destroyed, or worn out government property that is beyond use. Surveys are used to provide an administrative review of the condition of club equipment, the recommendation for disposition and the authorization to expunge the equipment from the records. A Survey Request is required for all equipment which is to be removed from the club's inventory record (lost, destroyed, or worn out) that has a value of \$50.00 or more. Use appendix (4) to enclosure (11).

d. Responsibility. If a midshipman is found to be culpable, they may be held financially responsible. The midshipman may also be subject to disciplinary action and/or have the case referred to the administrative conduct system.

AWARDS

## Letter Winners, N Pin, PE Mark

1. Qualifying and Wearing the Letter. A seven inch gold chenille club sport letter will be provided to those Midshipmen who qualify according to the club's constitution and by-laws and meet final approval by the Head of the Physical Education Department via the Club Sports Director. Written on each letter will be the name of the club sport down one leg of the N and the word "club" down the other leg of the N. The word "club" will remain on the letter and will not be removed or altered in any way. The Officer Representative will determine those who qualify for the year and submit a letter to the Club Sports Director including name, alpha and company according to the letter winner criteria for that club sport. All letter winners and previous letter winners should be distinguished as such. Upon final approval, the Club Sports Director will give the letters to the Officer Representative or Team President/Captain for distribution at the end of their respective seasons. Midshipmen cannot receive more than one chenille club sport "N". They can be a multiple year letter winner.
2. Purchase of Letters. The Club Sports Director will order and purchase the letters with funds from the Club Sports Account.
3. Purchase of Letter Sweaters. Midshipmen who earn a club sport letter may order/purchase a letter sweater from the Club Sport Director. Orders will be taken each fall, winter and spring.
4. Wearing of the Letter. Letters shall be worn in accordance with current uniform policy.
5. Qualifying for and Wearing the N Pins. Instituted in the spring of 1996, the N Pin is awarded to all club sports for victories over USMA or USAFA. A midshipman must play in the contest against USMA or USAFA and be a letter winner for their sport to qualify for the N Pin. The Officer Representative will determine those who qualify for the N Pin and submit in letter form a list of those Midshipmen who qualify to the Head of the Physical Education Department via the Club Sports Director. Upon final approval, the Club Sports Director will issue the N Pins to the Officer Representative or to the Club President for distribution. Midshipmen may only earn one N Pin per year.

6. PE Mark.

a. The PE Mark is a program to reward midshipmen for athletic achievement. It is summed with the classroom Physical Education grade, impacting a Midshipman's Order of Merit.

b. The Club Sports Director will be responsible for entering all club sports participants' PE mark.

c. To assure each midshipman is given due credit, each Officer Representative shall submit in their end-of-year report to the Club Sports Director a list of letter winners, designating who is Captain, National Team Champion, Club All-American, etc, using appendix (12) to enclosure (11).

d. Points are assigned for participation level as outlined in 1-5 below:

- (1) 4 - Varsity Captain, All-American and National Team Champion.
- (2) 3 - Varsity Letter Winner, Club Captain and Club All-American.
- (3) 2 - Club Letter Winner and varsity member.
- (4) 1 - JV Member, intramural participant and club member.
- (5) 0 - No sport.

7. Club Sportsman of the Year Award. Instituted in the 1996-1997 academic year. Nominations are due to the Club Sports Director by April 1 to be considered for award. Criteria for the award are outlined in reference (d). Submit using appendix (22) to enclosure (11)

END OF YEAR REPORT/ELECTIONS

1. End of Year Report. The end of year report will be submitted to the Club Sports Director no later than the last day of final exams. It will be prepared by the Club President and signed by the Officer Representative. The report will be submitted in the format of appendix (10) to enclosure (11).

2. Election and Selection of Club Officers.

a. Election Criteria. To ensure that all members of the club are allowed to participate in the nomination and election of their respective activity's midshipman officers, the following election criteria are established:

(1) Notification will be given regarding date, time and place of the election meeting. The election meeting will be scheduled during authorized club sport time when a majority of members of the club will be available to attend.

(2) Each active club member who has been lettered and is on the roster for at least one semester during the academic year will be entitled to one vote.

(3) A majority of the members eligible to vote must be present at an election meeting to validate the proceedings.

(4) Each voting member is eligible to be nominated.

(5) The Officer Representative present will serve as presiding officer.

(6) Vote will be of a simple majority. When no majority has been reached, the subsequent tie-breaker vote will occur between the top two midshipmen who received votes. At a minimum, each club will elect a Team President (Captain), Secretary and Treasurer. The Head of the Physical Education Department will review and forward to the Commandant and Superintendent for final approval the selection of all Club Sports Presidents (Captains).

Enclosure (10)

INJURY REPORT FORM

Name: \_\_\_\_\_ Alpha: \_\_\_\_\_

Sex: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Sport: \_\_\_\_\_ Date Injured: \_\_\_\_\_

Time of Injury: \_\_\_\_\_

Site of Injury: \_\_\_\_\_

Date Reported: \_\_\_\_\_ Midshipman or Non-Midshipman (circle one)

Body Part: \_\_\_\_\_ Side: \_\_\_\_\_

How Injury Occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the athlete transported? \_\_\_\_\_

If yes, where was the athlete taken? \_\_\_\_\_

First Aid administered by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please return to the Club Sports Director by the next business day.

CLUB SPORTS  
United States Naval Academy  
(Game Report)

Navy Club Sport \_\_\_\_\_ versus Opponent \_\_\_\_\_

Date of Competition \_\_\_\_\_ Home or Away(Circle)

Time of Competition \_\_\_\_\_ to \_\_\_\_\_ Scores: Navy \_\_\_\_\_ Opponent \_\_\_\_\_  
(started) (ended)

Record: Navy: Wins \_\_\_\_\_ Losses \_\_\_\_\_

Opponent: Wins \_\_\_\_\_ Losses \_\_\_\_\_

Coach(Name) \_\_\_\_\_

Participating Midshipmen in Competition:  
(Please List Names, and \* if played in competition)

CLUB SPORTS CONTRACT  
United States Naval Academy  
Macdonough Hall, Annapolis, Maryland 21402  
Phone: (410)293-4892 Fax: (410)293-5264

The following contract made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 200\_, Between the *United States Naval Academy, Club Sports  
Office, Annapolis, Maryland*, party of the first part, and \_\_\_\_\_,  
\_\_\_\_\_, party of the second part,  
witnesseth:

Article 1. The parties to this agreement mutually agree to have a  
\_\_\_\_\_ between the Naval Academy Club \_\_\_\_\_  
and the \_\_\_\_\_  
The said \_\_\_\_\_ to be called on \_\_\_\_\_, 200\_ ,  
at the U.S. Naval Academy. Time: \_\_\_\_\_, Location: \_\_\_\_\_.

Article 2. Each party agrees to abide by the eligibility rules promulgated  
by the respective athletic conference, association or league of which it is a member.

Article 3. The party of the first part agrees to provide the party of the  
second part, at the U.S. Naval Academy, the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Article 4. The party of the first part agrees to provide and pay the  
expenses of all officials.

Article 5. This contract may be voided without prejudice in the event of a  
national emergency, the United States being in a state of war, epidemic, or other  
catastrophe which would affect the normal functioning of the U.S. Naval Academy.  
\*\*All Club Sports dates at U.S.N.A. are subject to change after the signing of the  
contract.

Article 6. It is further agreed that this contract in no way establishes a  
precedent which shall in any way influence the contract of subsequent years.

In witness whereof the parties hereto have hereunto set their hands and  
seals this day and year first written above.

U.S. Naval Academy, Club Sports Office  
(Party of the first part)

Visiting Team, Approval  
(Party of the second part)

By \_\_\_\_\_  
(Club Sports Director)

By \_\_\_\_\_  
(Athletic Director/Representative)

SURVEY REQUEST FORM

Club Sports Survey Request:		
Item No.:	Complete Description of Item	Quantity: Unit Price: Total Value:
Club sport:	Date:	Originator:
Reason for Survey	Other Data:	
	Survey Report and Recommendations:	
(Must include condition of	equipment, cause of mishap,	responsibility, and recomm.
Date:	Club President:	
	Review of Survey	
Recommendation	Date	Officer Representative
Recommendation	Date	Club Sport Director
Approved/Disapproved	Date	Head, PE Department
	Disposed of as indicated	
Disposed of as Indicated	Date	Officer Representative
Copy to be kept by the club sports director and O-rep		

PURCHASE ORDER APPROVAL FORM

This form will be utilized when making ALL MWF procurements. Procurements over \$1000 require competitive bids. Please attach bid comparison or sole source documentation to this form. ALL ITEMS ON THIS FORM MUST BE APPROVED BEFORE A PURCHASE ORDER WILL BE COMPLETED.

ACTIVITY: \_\_\_\_\_ DATE: \_\_\_\_\_

Purchase to be charged to: ( ) Budget ( ) Reserve (Check One)

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

ITEM DESCRIPTION      QUANTITY NEEDED      UNIT COST      TOTAL COST


\*\*\*\*\*

MIDSHIPMAN APPROVAL (\$250): \_\_\_\_\_

OREP/CO OFCR APPROVAL (\$1000): \_\_\_\_\_

OPERATIONS OFFICER APPROVAL (\$25,000): \_\_\_\_\_

COMMANDANT OF MIDSHIPMEN APPROVAL (>\$25,000): \_\_\_\_\_

\*\*\*\*\*

BELOW TO BE COMPLETED BY MWF PERSONNEL:

PURCHASE ORDER NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

G/L ACCOUNT	AMOUNT	G/L ACCOUNT	AMOUNT

( ) RECEIPTS/INVOICE ATTACHED \_\_\_\_\_

( ) BID COMPARISON ATTACHED \_\_\_\_\_

( ) 7 DAY RECEIPT NOTIFICATION \_\_\_\_\_

SIGN FOR RECEIPT OF CHECK: \_\_\_\_\_

\*\*\*\*\*

COMMENTS:

MEMORANDUM

From: Officer Representative, \_\_\_\_\_ club  
To: Midshipmen Welfare Fund Accounting Technician

Subj: MIDSHIPMAN PURCHASE AUTHORIZATION

1. The following midshipmen (no more than two) are authorized to sign purchase orders not to exceed \$250.00 for the procurement of items either approved in the club's budget or necessary to be purchased from a reserve account.

2. This authorization is in effect from the date of this memo until \_\_\_\_\_.

\_\_\_\_\_  
Activity Officer's signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Extension

(1) \_\_\_\_\_ / \_\_\_\_\_  
Midshipman's Name Signature

(2) \_\_\_\_\_ / \_\_\_\_\_  
Midshipman's Name Signature

ELECTION RESULTS

MEMORANDUM

From: President, \_\_\_\_\_ Club

To: Club Sports Director  
Head, PE Department

Subj: Election Results

Encl: (1) Midshipmen Officer Election Results

1. The \_\_\_\_\_ Club conducted elections of club officers.
2. A majority of current members eligible to vote were present.
3. The election results were as follows:

a. List Candidates for each position and committee. Include number of votes per candidate.

b. List separately the names and positions of elected club officers.

c. List names of club members present.

Respectfully,

W.T. Door  
MIDN/LT USN

CLUB SPORTS EMPLOYMENT CONTRACT

I

The United States naval Academy club Sports Office, Annapolis, MD, hereby employs \_\_\_\_\_, herein referred to as employee, as \_\_\_\_\_ Club coach, to serve and perform the duties of coach at regular practice sessions of the \_\_\_\_\_ Club at the Naval Academy, and at club meets scheduled at various locations.

II

Employee agrees to faithfully perform the duties for coach to the best of their ability. Employee agrees to attend all practice sessions and team competitions. Employee warrants they have experience in the field of \_\_\_\_\_ and in coaching this sport. The employee also agrees they will adapt to and abide by the regulations and customs of the Naval Academy insofar as they may be applicable.

III

In consideration of such service, the Naval Academy club sports Officer agrees to pay employee a coaching fee of \_\_\_\_\_. One half of this salary, \_\_\_\_\_, shall be paid in lump sum at the beginning of the coaching season, and the remaining \_\_\_\_\_, will be paid at the end of the club's competitive season. this contract of employment does not entitle employee to medical, disability, or other government benefits associated with civil service.

IV

The employee agrees that this contract becomes null and void if the employee's personal conduct is in a manner that is unsatisfactory to the Commandant of Midshipmen or the Head, Physical Education Department. The employee further agrees that the Head, Physical Education Department shall be the sole judge as to whether the employee has breached this contract and, in the absence of bad faith, the judgment of the Head, Physical Education Department as to this shall be final and binding on both parties.

V

This contract shall be in effect from \_\_\_\_\_ until \_\_\_\_\_. This contract may be terminated by either party on 30 days written notice to the other party with or without cause. This contract contains the complete agreement concerning the employment arrangement between the parties. No waiver or modification of this agreement or of any covenant, condition or limitation contained herein shall be valid unless in writing and duly executed by both employer and employee.

\_\_\_\_\_  
Head, Physical Education Department

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Officer Representative

\_\_\_\_\_  
Club Sports Director



End of Year Report

MEMORANDUM

From: President, \_\_\_\_\_ Club  
To: Club Sports Director  
Via: Officer Representative

Subj: End of Year Report

- Encl:
- (1) Summary of activities, accomplishments and noteworthy events. (Appendix (23))
  - (2) Inventory report signed by both outgoing and incoming Presidents and the Officer Representative (Appendix (12))
  - (3) A listing of the election results (Appendix (7))
  - (4) The President's letter of relief (Appendix (18))
  - (5) Executed budget - (Appendix (13))
  - (6) The Officer Representative letter of relief (Appendix (16))
  - (7) Listing of Letter Winners (Appendix (12))

1. Enclosures (1) through (6) are submitted.

\_\_\_\_\_  
Signature

-----

FIRST ENDORSEMENT

Date:  
From: Officer Representative, \_\_\_\_\_ Club  
To: Club Sports Director

1. Forwarded.

\_\_\_\_\_  
Signature



CLUB SPORT LETTERS

MEMORANDUM

From: Officer Representative, \_\_\_\_\_ Club  
To: Club Sports Officer

Subj: CLUB SPORT LETTERS

1. The following have met all requirements and are authorized to receive and wear the club sport letter.

2. Request \_\_\_\_\_ Letters.

<u>Name</u>	<u>Previous</u> <u>letter winner</u>	<u>company</u>	<u>alpha</u>
-------------	---	----------------	--------------

3. Club Captains

<u>Name</u>	<u>Company</u>	<u>Alpha</u>
-------------	----------------	--------------

4. Club All-Americans

<u>Name</u>	<u>Company</u>	<u>Alpha</u>
-------------	----------------	--------------

5. National Champion Team participates

<u>Name</u>	<u>Company</u>	<u>Alpha</u>
-------------	----------------	--------------

MIDSHIPMEN WELFARE FUND BUDGET REQUEST

## MEMORANDUM

From: President \_\_\_\_\_ of \_\_\_\_\_ Club  
 To: Commandant of Midshipmen, (Attn: Midshipmen Activities Officer)  
 Via: (1) Officer Representative  
 (2) Club Sports Director  
 (3) Head, PE Department

Subj: MIDSHIPMEN WELFARE FUND BUDGET REQUEST

1. NAME OF GROUP:  
 DESCRIPTION OF GROUP'S PURPOSE:  
 MIDN PRESIDENT:  
 MIDN TREASURER:  
 OFFICER REPRESENTATIVE:  
 NUMBER OF MIDSHIPMEN ON CURRENT ROSTER AS OF THIS DATE:
2. ANNUAL EXPENSES: (Note: Paragraphs 2-5 will be provided in spreadsheet format of page 3 to this appendix):

Please provide the above detail for all one time expenses to include league dues, gifts for guest speakers, coaching fees, uniforms, equipment and other one time costs you feel should be included in your budget.

ITEM	QTY	UNIT COST	TOTAL COST	DESCRIPTION
------	-----	-----------	------------	-------------

## JUSTIFICATION FOR EACH ITEM:

NOTE: Please ensure that you include a current copy of your mwf procured inventories for uniforms and equipment to include item name, qty on hand, unit and extended cost at time of purchase and a description of the item and its condition.  
 Recurring expenses in support of a movement order:

3. DATE OF DEPARTURE:  
 DESTINATION:  
 PURPOSE OF TRIP:  
 DATE OF RETURN:  
 NUMBER OF MIDN TRAVELING:  
 NUMBER OF NON MIDN TRAVELING:  
 TRANSPORTATION METHOD:

Please provide detail on cost to attend event to include POV gas/toll reimbursement, rental van fees, contract bus fees and/or airfare as necessary. All transportation costs should be detailed for every step of movement order.

## 4. LODGING:

Please provide specifics to include where staying, cost per room and number of personnel in each room (limit 4). MWF limits lodging expense to maximum of two nights, third night if approved to be covered by reserve account.

5. FOOD COSTS:

FOR BSA'S AND OREPS/FACULTY COACHES USE \$25.00 PER DAY FOR FOOD COST MEAL FOR MEAL (\$5.00 BREAKFAST, \$7.00 FOR LUNCH, AND \$13.00 FOR DINNER).

NOTE: DAY TRIPS UTILIZE KING HALL BOX LUNCHES, NO PER DIEM.

6. ENTRY FEE IF APPLICABLE:

Respectfully,

W.T. Door  
MIDN/LT USN



Club Sport Status Request

MEMORANDUM

To: Commandant of Midshipmen  
Via: (1) Officer Representative  
(2) Club Sports Director  
(3) Head, Physical Education Department

Subj: CLUB SPORT STATUS REQUEST

1. Request club sport status for the \_\_\_\_\_ (Due April 1<sup>st</sup>).
2. Description and Justification of club.
3. Financial assistance required:
4. Facilities required:
5. Organization officers and coaching support positions:
6. By Laws to include mission and vision of activity:
7. Proposed schedule:
8. Criteria for terminating the club:
9. Intramural sports exemptions requested:
10. Maximum and minimum numbers of midshipmen:
11. Names of interested Midshipmen:
12. National sponsoring organization (if applicable) and proposed league affiliation.

\_\_\_\_\_  
Signature

FIRST ENDORSEMENT

From: Officer Representative  
To: Commandant of Midshipmen  
Via: (1) Club Sports Director  
(2) Head, Physical Education Department

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
Signature

BID COMPARISON FORM

CLUB SPORT: \_\_\_\_\_ DATE: \_\_\_\_\_

This form will be utilized when making procurements over \$1,000.00 (bids greater than \$5,000.00 should have more detailed information attached, if necessary). A minimum of three (3) competitive bids are required. (Bids may be obtained either verbally or in writing if under \$5,000.00). If this is a sole source, please specify. (All sole sources must have justification and those over \$2,500.00 must be approved by the Supply Officer, USNA.) The completed form MUST be forwarded to the Midshipmen Welfare Fund administrator in Dahlgren Hall (Stop 3G) before a purchase order will be issued by the Midshipmen Welfare fund Accounting Technician. All Items on the form must be approved before the contract can be awarded. The Officer representative must retain a copy for his/her files.

BID ITEM  
(Description): \_\_\_\_\_

<u>FIRM</u>	<u>UNIT PRICE</u>	<u>QUANTITY</u>
<u>TOTAL PRICE</u>		

FIRM RECOMMENDED: \_\_\_\_\_

If the lowest bidder was not used, please justify:  
\_\_\_\_\_  
\_\_\_\_\_

SOLE SOURCE JUSTIFICATION:  
\_\_\_\_\_

MIDN MAKING RECOMMENDATION: \_\_\_\_\_  
Signature Date

OFFICER REPRESENTATIVE APPROVAL: \_\_\_\_\_  
Signature Date

\*\*\*\*\*

Below to be completed by MWF Administrator:

Recommend: \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

CUSTODIAN, MWF \_\_\_\_\_  
Signature

Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
MRAF/MWF

Officer Signature  
DATE: \_\_\_\_\_ USNA Supply Officer Signature (If applicable)

O'rep's Letter of Relief

From: Officer Representative, \_\_\_\_\_ Club  
To: Club Sports Director

Subj: Letter of Relief

1. In company with my predecessor, I have reviewed all financial records, next year's budget request, the club constitution, all club files, sighted all accountable club equipment, and inspected the club's assigned space.
2. All club files, including the club's constitution, membership roster, and copies of reports have been turned over to me.
3. No discrepancies were found to exist. (or describe the discrepancies found as specifically applies to financial records, club files, accountable equipment or club spaces.)
4. I hereby relieve Midshipmen \_\_\_\_\_ as O-rep,  
\_\_\_\_\_ club.

\_\_\_\_\_  
Signature

APPLICATION FOR CLUB SPORTS OFFICER REPRESENTATIVE

To: Head, Physical Education Department  
Via: (1) Head, \_\_\_\_\_ Division/Department  
(2) Club Sports Director

Subj: APPLICATION FOR CLUB SPORTS OFFICER REPRESENTATIVE

1. I request to be considered for the position of Officer Representative for the following club sport(s):

1st Choice \_\_\_\_\_ Club  
2nd Choice \_\_\_\_\_ Club

Division or Department \_\_\_\_\_ Stop# \_\_\_\_\_

Rank/Position \_\_\_\_\_ Ext \_\_\_\_\_ Home Phone \_\_\_\_\_

Date reported to USNA \_\_\_\_\_ PRD \_\_\_\_\_

-----  
FIRST ENDORSEMENT

From: Head, \_\_\_\_\_ Division/Department  
To: Head, Physical Education Department  
Via: Club Sports Officer

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
Signature

-----  
SECOND ENDORSEMENT

From: Club Sports Officer  
To: Head, Physical Education Department

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
Signature

President's Letter of Relief

From: President, \_\_\_\_\_ Club  
To: Club Sports Director

Subj: President's Letter of Relief

1. In company with my predecessor, I have reviewed all financial records, next year's budget request, the club constitution, all club files, sighted all accountable club equipment, and inspected the club's assigned space.
2. All club files, including the club's constitution, membership roster, and copies of reports have been turned over to me.
3. No discrepancies were found to exist. (or describe the discrepancies found as specifically applies to financial records, club files, accountable equipment or club spaces.)
4. I hereby relieve Midshipmen \_\_\_\_\_ as President,  
\_\_\_\_\_ club.

\_\_\_\_\_  
Signature

-----  
FIRST ENDORSEMENT

From: President, \_\_\_\_\_ Club  
To: Club Sports Director

1. In company with my relief, I have reviewed all records and files, including the financial records and the club's constitution. I have sighted with my relief all accountable club equipment and jointly inspected the assigned club sport spaces.
2. All records, files and equipment custody cards accountable have been turned over to my relief.
3. I stand relieved as President, \_\_\_\_\_ Club.

\_\_\_\_\_  
Signature

CLUB ROSTER

From: President, \_\_\_\_\_ Club  
To: Club Sports Director  
Via: Officer Representative, \_\_\_\_\_ Club  
Subj: CLUB ROSTER

1. Listed below are those in the \_\_\_\_\_ Club. The first \_\_\_\_\_ are those with intramural exemptions.

2. Any changes will be forwarded either in this format or individually by a Drop/Add chit.

NAME                                      ALPHA                                      COMPANY

\_\_\_\_\_  
Signature

-----  
FIRST ENDORSEMENT

From: Officer Representative, \_\_\_\_\_ Club  
To: Club Sports Director

1. Forwarded.

\_\_\_\_\_  
Signature

COMPETITION SCHEDULE

From: Officer Representative, \_\_\_\_\_ Club  
To: Head, Physical Education Department  
Via: Club Sports Director

Subj: COMPETITION SCHEDULE FOR THE 19\_\_ TO 19\_\_ SEASON

1. The following is forwarded requesting approval:

<u>Date</u>	<u>Day</u>	<u>Hour</u>	<u>Team</u>	<u>H/A</u>	<u>Notes</u>
-------------	------------	-------------	-------------	------------	--------------

Notes:

1. Requires missing formation(s)\*
  2. Requires missing study hour. +(Only two Authorized)
  3. Requires missing class.+
- + Must be approved by the Commandant/Academic Dean.

Explanations:

\_\_\_\_\_  
Signature

FIRST ENDORSEMENT

From: Club Sports Officer  
To: Head, Physical Education Department

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
Signature

**CLUB SPORTS WEEKLY ATTENDANCE RECORD**

Turn in to the Officer Representative the following Monday of each week. The Officer Representative will review and compile Monthly Records to turn into the Club Sports Officer on the last day of each month for review.

Club Sport \_\_\_\_\_ Week of \_\_\_\_\_  
 (P) Present (SIR) Sick in Room (EI) Extra Instruction  
 (W) Watch (A) Absent (CS) Conditioning

Squad/make-ups

NAME	ALPHA	CO	M	T	W	TH	F
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

**CLUB SPORT ATHLETE OF THE YEAR AWARD  
2002 NOMINATION FORM**

Officer Representative Form: Due to Club Sport Director by 1 April 2002.

NAME OF CANDIDATE: \_\_\_\_\_

CLUB SPORT: \_\_\_\_\_

1. Number of Club Sport Letters by Sport: \_\_\_\_\_

2. Sports participated in: \_\_\_\_\_

A. Positions Held: \_\_\_\_\_

B. Positions Held in Brigade: \_\_\_\_\_

3. Athletic record each year: 4/c \_\_\_\_\_

3/c \_\_\_\_\_

2/c \_\_\_\_\_

1/c \_\_\_\_\_

4. Physical Education Grades: 4/c \_\_\_\_\_

3/c \_\_\_\_\_

2/c \_\_\_\_\_

1/c \_\_\_\_\_

5. Performance and Conduct Grades: 4/c \_\_\_\_\_

3/c \_\_\_\_\_

2/c \_\_\_\_\_

1/c \_\_\_\_\_

6. Grade Point Average: 4/c \_\_\_\_\_ 3/c \_\_\_\_\_

2/c \_\_\_\_\_ 1/c \_\_\_\_\_

7. Honors and/or Special Recognition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Statement by Officer Representative: (Please attach a separate page)

9. Statement by Coach: (Please attach a separate page)

10. Recommendation by Company Officer: (Please attach a separate page)

Submitted by: Officer Representative \_\_\_\_\_

Date: \_\_\_\_\_ Sport: \_\_\_\_\_

MEMORANDUM

From: President, \_\_\_\_\_ Club  
To: Club Sports Director

Subj: End of Year Report

Encl: (1) Yearly Summary

1. Recap of Season

2. Injuries or setbacks

3. Schedule Recap.      Wins                      Losses                      Ties

4. Major Problems: