



DIRATHINST 1710.17  
20 August 2009

DIRECTOR OF ATHLETICS INSTRUCTION 1710.17

Subj: CLUB SPORTS POLICIES AND PROCEDURES

Ref: (a) COMDTMIDNINST 1710.14D (EXTRACURRICULAR ACTIVITIES)  
(b) COMDTMIDINST 4653.1J (MOVEMENT ORDERS AND EXCUSAL LIST)  
(c) USNA/ACC INST 7010.2A (NONAPPROPRIATED FUND PROCUREMENT POLICY)  
(d) PRIZES AND AWARDS SPECIAL ORDER 1650.1A

Encl: (1) Establishment of Club Sports  
(2) Responsibilities  
(3) Facilities  
(4) Schedules  
(5) Rosters  
(6) Finance and Travel  
(7) Movement Orders and Excusal List  
(8) Medical Emergency Plan & Safety Policy  
(9) Inventory  
(10) Awards  
(11) End of Year Report/Elections

1. Purpose. Enclosures (1) through (11) define club sports activities and provide policy and procedures applicable to these activities.
2. Cancellation. COMTMIDNINST 1710.16.
3. Background. Club Sports are established for the recreation and physical development of qualified members of the Brigade, to offer opportunities to 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.
4. Responsibility. The Director of Athletics is responsible for all club sports at the Naval Academy. The Associate Athletic Director for Club Sports will act for the Director of Athletics on all matters of routine administration of these sports and is responsible to the Director Of Athletics for all club sports, including administration, budgets, and scheduling. The Associate Director for Club Sports will coordinate logistics with the Commandant's Operations Officer. A commissioned or non-commissioned officer attached to the Naval Academy Complex will act as the Officer Representative for each club sport.
5. 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.

6. Intramural Exemptions.

a. Club Sports Advisory Committee – The Club Sports Advisory Committee (CSAC) will meet each spring to evaluate the intramural exemptions for the following academic year. Unless requested by the CSAC, endorsed by the Director of Athletics, 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 CSAC will review the impact of club sports intramural exemptions along with exemptions directly approved for varsity and junior varsity sports to ensure that there is no negative impact to the Brigade Intramural Programs. The CSAC will make recommendations to the Director of Athletics on any additions or deletions to these programs.

b. Committee Members – Members of the CSAC include:

1. Associate Athletic Director, Club Sports (Chair)
2. Deputy to the Athletic Director
3. Senior Associate Athletic Director, Physical Mission
4. Senior Associate Athletic Director, Facilities
5. Associate Athletic Director, Business Affairs
6. Brigade Operations Officer
7. Scheduling Officer for Fields and Facilities

c. Requests for changes in intramural sport exemptions should be submitted to the Associate Athletic Director for Club Sports no later than April 1 for the following scheduled year.



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## 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 the Club Sports Advisory Committee(CSAC) 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 a draft Constitution to submit with their request.
  - 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 Director of Athletics, via the Associate AD for Club Sports via the enclosed Requesting Club Sport Approval Form. These requests will be accepted no later than 1 April for the next academic year. Each request must include the following:
  - a. Sport
  - b. Description and justification of activity
  - c. Financial assistance required with justification
  - d. Facilities required
  - e. Organization, officers, and coaching support
  - f. Draft of proposed by-law/constitution
  - g. Trips, privileges, or other support required
  - h. Criteria for terminating the activity
  - i. Intramural sports exemptions requested and for what seasons: fall, winter, or spring. A club sport must participate in one season of intramurals.

4. **DISESTABLISHING A CLUB SPORT.** The CSAC may recommend to the Director of Athletics that a club sport be dis-established 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 Naval Academy rules and regulations.
  - j. Any inappropriate benefit, gratuity or sponsorship as a result of their participation in said club is accepted.
  
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 COMDTMIDN 4653.1J
  - b. Yard Eligible – Not eligible for club sports movement orders. Members not meeting eligibility requirements of COMDTMIDN 4653.1J 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 Midshipman will then participate in the Brigade Intramural Programs.

## **RESPONSIBILITIES**

The magnitude and degree of the Club Sport programs has increased steadily in the past few years. Because of the number and varieties of recreational activities, the roles of the Coach and the Officer Representative are becoming even more important in the administration of the club sport program. The duties of the Coach, O-Rep and Midshipman Club Officer often appear to overlap. Many Coaches believe that their responsibilities as a “coach” are similar to varsity athletic coach’s and include administering a budget, securing funding, scheduling contests, arranging for travel, etc., when in fact, most of the sport club programs are designed to allow midshipmen to handle these facets of the club’s activities. The coach then is left to deal only with workouts, skill improvement, game strategy and guidance.

Problems occur when a club sport coach starts to take on the responsibilities that the varsity athletic coach would normally administer. Many times the midshipman club officer allows the club sport coach to manage several of these duties for a short period of time. When the duties assumed by the club sport coach begin to overlap those of the club officer’s, conflicts arise. Eventually, club officers can become discontented with the coach’s intervention and vent their frustration back to the coach because they do not realize that a lack of communication is the most probable cause of the problem. However, unintentional as these actions may be, they can cause dissension and friction between club members, club officers and coaches.

Most club coaches are either volunteer or nominally paid individuals who donate their time and services because of a genuine love and interest in promotion and perpetuation of a particular sport. Rarely will you find a club sport coach that plots to overstep the bounds outlined by the club sport program.

This problem maybe alleviated, to a degree, by the active involvement of the Associate AD for Club Sports in the recruitment, hiring, and selection process of the club sport coaches. The Associate AD for Club Sports should have an interview with the new coach and will send his/her recommendation to the Director of Athletics for approval. The Associate AD for Club Sports will explain to the coach their responsibilities in the club sport program.

The duties and responsibilities of the club officers and coaches are defined in this club sport policy handbook. This manual will be distributed to the club officers, and Officer Representatives at the beginning of each school year or whenever the club officers change.

## 1. MIDSHIPMAN CLUB PRESIDENT / TEAM CAPTAIN

- a. **Responsibilities.** Each club shall elect a Club President/Team Captain. 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 and approval to the Associate Athletic Director for Club Sports using the Election Results Form. 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 Associate Athletic Director for Club Sports. 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 the Daily Attendance Form. Attendance Forms are due to the Club Sports Office by the first business day of the following month.
5. Prior to season, submit a team schedule of events ensuring de-confliction with USNA Master Calendar, Brigade Schedule of events and with Associate Athletic Director for Club Sports for no conflicts with events on the Yard.
6. Prepare and submit yearly budget request to the Associate Athletic Director for Club Sports via Officer Representative using the appropriate budget forms.
7. Approve expenditures of NAAA operating and reserve account funds in accordance with members desires and approval of the Officer Representative.
8. Review monthly budget reports with Officer Representative and Club Treasurer.

9. Make all travel arrangements with approval of the team Officer Representative.
10. Ensure that all game reports are turned in on time. Reports are due to the Club Sports Office via email by 0800 each Monday.
11. Update the Club's constitution for approval by membership, as necessary.
12. Promote and ensure that all members abide by all Naval Academy rules and regulations.
13. Assign appropriate club related duties to other club officers/members such as the secretary and treasurer.
14. Submit initial rosters and changes using the Drop and Add Form.
15. Complies with any other duties tasked by the Associate Athletic Director for Club Sports.

## 2. COACH/ ASSISTANT COACH

- a. **Responsibilities.** A club sport is a contracted employee or volunteer who is recommended via the Officer Representative, Club President and approved by the Director of Athletics. Any contract **MUST** be approved in writing by the Associate Athletic Director for Club Sports **BEFORE** any commitments are made. Any contracts that are to be paid from NAAA budgeted funds must be approved in the budget request and a copy of the contract forwarded to the Business Office. A club coach:
  1. Will develop and improve skills of the midshipmen club members.
  2. Will conduct all practices and competitions.
  3. Assist club officers in scheduling games.
  4. Develop and employ safety precautions.
  5. **ALL** games and practices will be attended by the coach, assistant coach or Officer Representative.

6. Set the highest standards of honor, courage, commitment, fair play and sportsmanship both on and off the field and foster those ideals in Midshipmen.
  7. Coordinate equipment, facility and supply usage with the Club Sports Office, Officer Representative and Club President.
  8. Promote good sportsmanship.
  9. Abide and actively support all USNA rules and regulations.
  10. Comply with any additional duties tasked by the Associate Athletic Director for Club Sports.
  11. Have a club sports contract on file in the Club Sports Office before stepping on the field/court.
- b. **FIRING OR DISMISSAL PROCEDURES.** A club sport coach can be dismissed at the discretion of the Director of Athletics 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 Associate Athletic Director for Club Sports and approved by the Director of Athletics.

### **3. OFFICER REPRESENTATIVES**

- 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 or varsity sport.
  2. Report all injuries to the Club Sports Office in written form within one working day of the injury by using the Injury Report Form.
  3. Should apply for the Officer Representative position using the Application for Club Sports Officer Representative Form.
  4. Is responsible to the Commandant of Midshipmen for enforcing and promoting USNA standards of conduct,

appearance of Midshipmen and enforcement of all rules and regulations.

5. 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 operating budget and team reserve account, and equipment inventory with custody cards for record purposes.
6. Shall ensure that all reports are properly prepared and submitted on time.
7. Shall submit all movement order's (MO's) and ensure all participants are in correct uniform and mustered for inspection at the time and place specified on movement orders.
8. Ensure midshipmen are aware of departure and return times and modes of authorized transportation.
9. Will act as USNA's representative while on travel. Responsibilities include: safety of personnel and equipment, standards of decorum, taking on scene action to protect life and property, and submitted report to proper authorities, and checking out with and reporting return to the Officer of the Watch at Main Office.
10. Ensure club members meet criteria for being placed on an movement order and for participation in a club sport.
11. Ensure special request chits initiated by midshipmen are promptly processed.
12. Must submit signed request for Alcohol Chits to Commandant Operations Officer at least 7 days prior to event. Alcohol consumption is not allowed on MO's, but for special designated events, the consumption of beer or wine on MO can be approved by the Deputy Commandant. The O-REP must be present at event where alcohol consumption occurs on MO.
13. Ensure the club's roster is kept current and eligibility rules are followed. This roster shall be maintained in MIDS.

14. Ensure the accountability of midshipmen during all practices and competitions.
15. Review and sign the attendance muster monthly and submit to the Associate Athletic Director for Club Sports.
16. 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.
17. Ensure club spaces are clean and orderly.
18. 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 Director of Athletics via the Associate AD for Club Sports.
19. Have competition schedules prepared and submitted to Assoc. Athletic Director for Club Sports for approval.
20. Supervise the establishment of custody records for all equipment. Maintain continuous inventory with Club President.
21. Must notify Associate AD for Club Sports and midshipmen of all additions or deletions to the program's roster, using the Drop and Add to Roster Form.

## Facilities

1. **Assignment of Club Sport Spaces:** Club sports requiring space or modifications to existing spaces may submit such requests in writing to the Scheduling Officer for Fields and Facilities.
  
2. **Access to Spaces:** Only midshipmen who are listed on the current membership roster and within the number of exemptions allowable for that club sport held by the Associate A.D. for Club Sports are authorized access to the assigned spaces. The privilege is automatically denied to any midshipmen 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.
  
3. **Keys:** The Facilities Manager or 1<sup>st</sup> LT 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 1<sup>st</sup> LT.
  
4. **Lock or Key Replacement:** Lock replacement and key duplication requests will be submitted, in memo form, to the appropriate 1<sup>st</sup> LT via the Officer Representative. Cost for these services will be charged to the club.
  
5. **Maintaining Spaces:** All club sports spaces must be maintained in a clean and orderly manner. Spaces are inspected periodically by the Associate AD for Club Sports, 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, including Summer Cruises.
  
6. **Practice Areas:** Field and other practice areas are assigned to each club sport by the Director of Athletics via the Associate AD for Club Sports. The maintenance of the fields is the responsibility of the Facilities Manager. Any question or problems concerning field preparation or maintenance should be directed to the Associate AD for Club Sports who will contact the department Facilities Manager.

### **7. FACILITIES REQUEST PROCEDURE:**

- a. Go to the USNA Intranet
- b. Go to Applications
- c. Select Web Events Calendar
- d. Select Location
- e. Select Date
- f. Go to Calendar
- g. Check for Conflicts
- h. Go to Submit Event

- i. Add Event Comes Up and Then Fill In.
- j. Go to the Bottom of the Form and then “ADD”.

You will receive a confirmation email of your request from “Administrator.”  
Questions or concerns will be handled by the Scheduling Officer for Fields and  
Facilities.

## SCHEDULES

1. **Submitting a Schedule.** Each club sport is required to submit their proposed schedule to the Athletic Director via the Associate AD for Club Sports at least two weeks prior to the beginning of the club's season for approval. (See dates listed below for reference). If the event requires registration/entry fees or a deposit, prior approval from the Associate AD for Club Sports is required before committing the Naval Academy to attend. The Associate AD for Club Sports will coordinate all activities with the Scheduling Officer for Fields and Facilities and Brigade Operations to avoid conflicts.

Dates:

Fall Club Sports final schedules are due on the first Friday of September.

Winter Club Sports final schedules are due on the last Friday in November.

Spring Club Sports final schedules are due on 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 for home football games. CLUB SPORTS ARE NOT AUTHORIZED TO MISS HOME FOOTBALL GAMES AND ARE NOT DRILL-EXEMPT UNLESS THEY ARE DESIGNATED "CLUB A."
3. **Schedule Changes.** Once your schedule is submitted, it is important to minimize changes. If a change is necessary, notify the Associate AD for Club Sports immediately.
4. **Game Results.** Game results will be reported to the Club Sports Office no later than 0800 on the Monday after the competition if they occur on a weekend or by the end of the next business day if the game is during the week. All games results must be emailed to Margaret Pott, Club Sports Administrative Assistant [pott@usna.edu]. It is mandatory that the report form be followed. It will be used to assist in tracking the amount of game time played, awarding of letters, attendance purposes and public relations purposes.
5. **Posters.** Each club sport will receive one set of 150, 11x17 posters of your design (approved by the Associate AD for Club Sports). Each club must promptly submit a Purchase Request along w/a sample of your poster. The Vendor is: Press Express, 7483 Candlewood Rd #C, Hanover MD 21076, 410-850-4403. Since the posters are made possible by funds donated via the U.S. Naval Academy Foundation, their logo must be included on all posters.
6. **Contracts:** A sample game contract is provided in the Forms Section and may be used to schedule competition.

7. **VISITING TEAM GATE PASS PROCEDURES** - It is important to communicate our 'access-to-the-Yard' policies with visiting teams competing at USNA. It is the responsibility of each team to collect the appropriate vehicle and visitor information and forward the Gate Access Form to the Club Sports Office four (4) business days prior to the competition. The Club Sports Office will review and send the approved access list to Pass & ID. It is the responsibility of the sponsoring team to pick up the pass(es) from Pass & ID and coordinate distribution to visiting team (i.e. mail or give pass(es) to visitors outside the gate)

Make sure that the visiting team knows that everyone coming aboard will be required to show ID.

## CLUB SPORTS ROSTERS

1. **Rosters.** Rosters containing names of members of the sport who are intramural exempt only (staying within your numbers of exemptions) are to be turned in to the Associate AD for Club Sports signed by the President and Officer Representative by the 8<sup>th</sup> day of each set and updated with the Associate AD for Club Sports every two weeks. Rosters are also to be kept current in MIDS. Any members dropped or added to the sport must fill out the drop/add form and return it to the Associate AD for Club Sports via the Officer Representative by the following day of participation. **EACH CLUB SPORT MUST STAY WITHIN THEIR ALLOWED EXEMPTIONS.** If a midshipman cannot make your exemption list, then they must go to Intramurals and are not to be added to the Roster over the number of allowed exemptions.

2. **Attendance.** a. Midshipmen participating in an in-season club sport must work out with their club team every day that Intramurals are scheduled. Only Extra Instruction, remedials to include PRT, swim, weigh-ins, or Conditioning Squad, SIR or Watch are valid excuses for missing a club practice.

b. Attendance records will be kept by the President of the club and a detailed record will be turned into the Club Sports Office by the first day of the following month, September through May. The record should be verified and signed by the O-Rep. Failing to do so will put the club in jeopardy of losing club sport status.

3. **Practice Time.** In order to prevent excessive demands on club members' time, practice will be limited to 3 hours a day and 20 hours per week. Clubs must have at least one day off each week from organized practice and competition.

4. **Responsibilities.**

a. **President.** Club Presidents are to take daily attendance and ensure all members are present unless they have a valid excuse as outlined in paragraph 2. Excessive absences will remove that midshipman from the club sport and they will be assigned to Intramurals by the Associate AD for Club Sports.

b. **Officer Representative.** The Officer 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 and then to notify the Associate AD for Club Sports of this charge.

c. **Associate AD for Club Sports.** The Associate AD for Club Sports will stay cognizant of club attendance through the monthly records submitted at the end of each month. The Associate AD for Club Sports will submit in writing to the Director of Athletics any club that becomes a consistent problem. Problem clubs will be recommended for elimination of club sport status and voted on at the next Club Sport Advisory Committee Meeting.

## FINANCE and TRAVEL

1. **NAAA Budget Request.** Any club sport desiring financial assistance shall submit the request on the Budget Request Form to the Associate AD for Club Sports by the first Friday in March. Before the request is submitted, it should be compared to the NAAA 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 and the manner in which the requested item is to be used. Requests for national competition will be accounted for in a separate line item of the overall NAAA Club Sport budget. The Nationals Competition Approval Form must be approved by the Associate AD for Club Sports prior to any arrangements being made for National competition. Endorsement of budget request by the Officer Representative and the Associate AD for Club Sports is required.
2. **Budget 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 NAAA. Financial obligations that are not budgeted may be paid with funds held in this reserve account, if approved by the Officer Representative.
4. **Disbursement.** Disbursement from either the budget or reserve accounts will be made by the Senior Accountant for Club Sports.
5. **Petty Cash Fund.** Club sports are not authorized a petty cash fund.
6. **End of Year.** Funds remaining in budgeted accounts after 31 May will be returned to the NAAA. Balances held in reserve accounts will be carried forward to the next academic period.
7. **Receipts.** All disbursements require return of receipts.
8. **Check Requests.** We require 10 business days to process check requests.
9. **Employment Contracts.** All coaches' contracts must be initiated by the Officer Representative and signed by the Director of Athletics and Associate Athletic Director, Club Sports.
10. **Procurement.** 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 the Club Sports Office.

**11. Purchase Authorization.** Only those persons designated in writing and on file with the Senior Accountant for Club Sports may authorize purchases. This is normally limited to the club president or treasurer, with the Officer Representative signing all paperwork. They should be aware of the monetary limit of their authorization authority as established by NAAA. In addition to signing, midshipmen **MUST** print their name and title. **All purchases MUST be approved IN ADVANCE via the Purchase Requisition Form.**

Include instructions if the purchase order needs to be faxed to vendor. Midshipmen are responsible for placing order once they have received an approved purchase order number. Please contact Joanne Setzer at [setzer@usna.edu](mailto:setzer@usna.edu) with any questions on purchasing procedures.

**12. Reimbursement.** Please request reimbursement by using an Expense Report Form and attaching original receipts. Midshipmen **MUST** include ALPHA. Please allow 10 business days for reimbursements to be processed.

**13. Tax ID.** A Federal Tax ID or Social Security number is required for all vendor payments, including officials.

**14. Lodging**

- a. Submit Athletic Team Travel Profile to Joanne Setzer in the Business Office.
- b. Once you received hotel confirmation, complete and submit Purchase Requisition Form with rooming list to Business Office.
- c. NAAA Business Office will coordinate payment with NAAA credit card.
- d. Make sure receipt is turned in to NAAA Business Office upon return.

**15. Transportation – Ground (Vans)**

- a. Reserve vans with USNA Transportation at 3-5724.
- b. If Transportation does not have any vans available, you may secure rental vans from NEXTCAR.
  1. Call NEXTCAR at 410-266-0643 to make reservation.
    - a. Reservation should be made in name of team NOT the individual making the reservation. Reservations must be made at least 48 hrs prior to pickup. Typically, purchase orders should be faxed to NEXTCAR by Wednesday for the upcoming weekend.
  2. Submit Purchase Requisition Form for rental vehicles to Club Sports Office.
  3. Fax Vehicle Rental Form, including P.O. number, to NEXTCAR at 410-266-0649.

4. NEXTCAR will only rent vehicles via authorized purchase orders.

5. Reservations cannot be altered other than vehicle pickup time. Change in quantity of vehicles must be done through the Club Sports Office.

**16. Transportation – Ground (Buses)**

- a. Reserve buses with USNA Transportation at 3-5751.
- b. If Transportation does not have any buses available, acquire price quotes from at least three(3) different bus companies. Potential bus companies include:

First Priority Charter Company, 301-568-3500, contact; Marcia.

Golden Ring, 410-391-8700

Dillon's Coach, 410-647-2321

Chesapeake, 410-757-3000

Adventures by Dawn, 301-868-1141, contact: Dave Buckingham

Odyssey SST, 301-333-2430

Rohrbaugh's, 410-882-7501, 410-239-8000

Eyre, 410-442-1330

Huber's, 410-766-1109

Longergan's, 410-268-8385

- c. Complete and submit Purchase Requisition Form.

**17. Transportation – Air**

- a. Acquire prices quotes from at least three(3) different airlines, keeping in mind you will need to contact group sales for purchases of 8 or more tickets.
- b. Complete and submit Purchase Requisition Form with signed agreement and passenger list. DO NOT SEND SIGNED AGREEMENT TO THE AIRLINE.

\* ALWAYS NOTIFY THE CLUB SPORTS OFFICE OF YOUR DEPARTURE AND RETURN. BE SURE TO PROVIDE YOUR HOTEL NAME AND PHONE NUMBER, AS WELL AS A TRAVEL ITINERARY/COPY OF MO.\*

## MOVEMENT ORDERS AND EXCUSAL LISTS

\*Please note that each club sport is eligible for reimbursement for meals missed while on Movement Order. All monies received will be deposited into the sport's appropriate account. In order to receive reimbursement you MUST submit your MO numbers to Margaret Pott, [pott@usna.edu](mailto:pott@usna.edu), by the last day of each month. She will then calculate and submit your requests to MSFSD on the first day of the month.

**It is YOUR responsibility to forward this information in a timely matter as once submitted, no changes can be made.**

The following paraphrases, but does not over-ride COMDTMIDNINST4653.1J  
Please review the instruction for specifics.

### Movement Orders:

- a. Movement orders (MO's) authorize Midshipmen to travel outside the confines of the Naval Academy and are required for organized activities approve by the Commandant. This applies whether or not the group is an approved Extracurricular Activity (ECA), Brigade Support Activity (BSA), Varsity/JV Sport, Club Sport, or Academic class. Groups of Midshipmen who form for special activities require Movement Orders, even if during liberty time. For the purpose of this instruction, the Naval Academy includes the NSA Annapolis, Naval Academy Golf Course, Brigade Sports Complex, Perry Circle, Perry Center and Navy-Marine Corps Memorial Stadium.
- b. Movement Orders must be submitted to the Logistics Officer at least one week prior to movement. Anyone with MIDS access may create a Movement Order, but only designated Officer Representative (O-reps) may submit them to the Logistics Officer.
- c. All Movement Orders require the designated O-rep to screen the Movement Order in the MIDS system and approve it before it is submitted to the Logistics Officer. Some MO's require additional approvals if the MO's contain specific exceptions. These exceptions include the following:
  - (1) Midshipmen will miss class time. (Note 1)
  - (2) Midshipmen will miss mandatory study hour.
  - (3) Movement is during academic reserved time. (Note 1)
  - (4) Midshipmen will operate privately owned vehicles in conjunction with movement. (Note 2)
  - (5) 4/C Midshipmen will participate in a first semester general or academic field trip. (Note 2)
  - (6) Midshipmen will not be accompanied by an Officer Representative, Coach or Instructor. (Note 3)
  - (7) Midshipmen will not participate in uniform of the day. (Note 3)

- (8) Midshipmen will participate in a potentially hazardous activity. (Note 3)
- (9) Midshipmen will participate in a high visibility activity of which the Commandant should be made aware. (Note 3)

Note 1: Recommendation for approval required from Academic Dean and Company Officers.

Note 2: Recommendation for approval required from Company Officers.

Note 3: Recommendation for approval required from the Company Officers and Deputy Commandant.

- d. Company Officer and Academic Dean approvals are accomplished via MIDS after Movement Order has been created.
- e. O-reps will inspect Midshipmen in approved travel uniform of the day prior to departure. All Midshipmen will travel in the uniform of the day unless an approved chit was run through the chain of command to Brigade Operations, copying the Associate Athletic Director for Club Sports.
- f. O-rep must call the Officer of the Watch (OOW) at 410-293-2701 prior to departure and upon return with the following information: 1) Movement Order number; 2) Group name; 3) Departure/return time; and 4) Any discrepancies to the data found in the MIDS system (i.e. Midshipmen not traveling on the Movement Order).
- g. The Midshipmen Officer of the Watch, under OOW supervision, will be responsible for logging details surrounding all Movement Orders and Excusals. All of the departure and return information will be logged in Movement Order/Excusal logbook. Any unauthorized absences (UA's) or other amplifying information will ensure the watch team provides an accurate 0800 report to the Deputy Commandant.
- h. All Midshipmen on an approved Movement Order must return with that organization upon completion of the event. To do otherwise, a special request chit is required to be routed through that Midshipmen's company chain-of-command and the organization's chain-of-command.
- i. Organizations may utilize the Naval Academy's government vehicles and should submit a Transportation Request in MIDS during the creation of the Movement Order. Vehicles are issued by the USNA Transportation Office on a first come, first served basis with Varsity/JV and Club A Sports receiving priority over Club B Sports and ECAs. The Naval Academy does not charge for government vehicles driven by organization members, but does charge for the USNA bus drivers. Charges vary depending on the requested date and time. Organizations are also responsible for driver costs (hotels, meals, etc). These charges will normally be paid by the organization's NAAA Club Sport Account. Charges are determined by the USNA Financial Branch and are non-negotiable. Because USNA Transportation cannot support all requests, the NAAA will assist in procuring rental or charter vehicles.
- j. For Movement Orders extending through meal times, arrangements may be made with NAAA to coordinate boxed meals with Midshipmen Food Services Division (MFSD). Varsity Sports are normally the only organizations that will be

- approved to have early or late meals. Every attempt should be made to schedule Movement Orders to leave after or return prior to meal times to reduce food service requirements.
- k. Boxed meals may be requested only for Midshipmen. Midshipmen who travel on Movement Orders are in some cases eligible for commuted rations. The O-Reps in charge of Movement Orders are responsible for submitting claims for commuted rations through the Club Sports Office.
  - l. Movement Orders expire at the time indicated or upon return to USNA, whichever occurs first. O-reps are responsible for contacting the OOW for extensions. Delayed Movement Orders expire upon return to USNA.
  - m. It is often necessary to contact individuals on Movement Orders. Movement Orders must, therefore, contain an emergency contact phone number (preferably a cell phone number) and detailed lodging information.
  - n. O-reps must ensure adequate and appropriate lodging for all Midshipmen while on a Naval Academy sponsored Movement Order.
  - o. Alcoholic beverages are strictly prohibited by all personnel while on a Movement Order, regardless of age. Alcohol will not be carried in any vehicle associated with the group, to include privately owned vehicles (POVs). Furthermore, no Alcoholic beverages are to be purchased with NAAA money while on a Movement Order. On a case-by-case basis, O-reps may request permission for consumption of alcoholic beverages (beer or wine only) and only for a specific event on a specific Movement Order. Requests are approved only by the Commandant and must be received by the Commandant's Operations Officer at least 7 days prior to event. Consumption of alcohol at any specific event will be consistent with USNA policies.

### **Movement Order Eligibility**

- a. Club Sports Movement Orders. Eligibility requirements for Club Sports are as follows:
  - (1) Movement Orders for Club Sports are not authorized to interfere with classes, study hour, or formations, including end of liberty formation on Sunday nights. Upperclass must be weekend eligible. Fall semester eligibility for 4/c Midshipmen will be determined by six-week grades. Prior to the six-week marking period, 4/c Midshipmen are not eligible for Club Sport Movement Orders.
  - (2) Movement Orders during Academic Reserve or final exams are discouraged and will normally be disapproved.

- (3) Club Sports are discouraged from submitting excusals resulting in lost class time or study period. Normally only Varsity/JV Sports and Club A Sports will be allowed to miss class and study periods. Midshipmen wishing to participate in MO's resulting in lost class time or study hour must have Company Officer and professor approval. Company Officer approval is accomplished by MIDS. Professor approval is done via a special request chit that is signed by the professor of each missed class. In order to ensure accountability, Company Officers will verify that the chit is signed by all applicable professors. The Logistics Officer will then forward the Excusal List to the Operations Officer for approval. Approvals must be received from all applicable parties before and commitment to attend is made.

### **Excusal Lists**

- a. Excusals authorize approved Varsity/JV Sports, ECAs, Club Sports, and special organizations to deviate from the daily routing and to miss certain administrative and military obligations while within the confines of the Naval Academy. For the purposes of this instruction, the Naval Academy includes the NSA Annapolis, Naval Academy Golf Course, Brigade Sports Complex, Perry Circle, Perry center and Navy-Marine Corps Memorial Stadium.
- b. Officer Representatives must submit Excusal Lists to the Logistics Officer not later than one week in advance of the excusal. If this deadline cannot be met, contact the Logistics Officer to discuss other options.
- c. Organizations are discouraged from submitting excusals resulting in lost class time or study period. Normally only Varsity/JV Sports and Club A Sports will be allowed to miss class and study periods. Midshipmen wishing to participate in excusals resulting in lost class time or study hour must have Company Officer and professor approval. Company Officer approval is accomplished via MIDS. As stated above the Midshipmen must have professor approval to miss class. The Logistics Officer will then forward the Excusal List to the Operations Officer for approval. Approvals must be received from all applicable parties before and commitment to attend is made.

## **MEDICAL EMERGENCY PLAN**

Responsibilities for Injury/Illness Situations:

Emergency and Non- Emergency

### **Introduction:**

Given the inherent risks of competitive sports, emergency situations may arise when qualified medical personnel are not present. Expedient action must be taken in order to provide the best possible care to the injured participant. To expedite care when an injury occurs during practice, competition, or travel, and when an athletic trainer is not immediately available, each team needs to be prepared to handle the situation. The following information will assist O-Reps, coaches, and midshipmen when a certified athletic trainer or physician is not available.

### 1. **General Responsibilities**

A. Each team must learn the location of the nearest accessible telephone or carry a cellular phone that can be used in case of an emergency.

B. The team shall have emergency phone numbers with them at practices, and home and away competitions.

C. Each team shall have a **PRE-ARRANGED EMERGENCY PLAN:**

1. Determine who will administer simple first-aid.
2. Determine who will activate the emergency medical system. This person must know emergency phone numbers and be aware of the procedures to be followed:
  - a. Call for Emergency Assistance.
  - b. Identify yourself.
  - c. Identify your location.
  - d. Explain the exact injury and the condition of the athlete.
  - e. Inform of the first-aid initiated by first responder.
  - f. Provide specific directions or instructions as needed to locate the emergency scene.
  - g. Provide other information as requested by dispatcher
3. Designate who will meet the ambulance when it arrives at the facility entrance, to assist paramedics to the injured athlete.
4. Designate an O-Rep or coach to ride with the athlete to the hospital.

5. Notify the Associate Athletic Director for Club Sports, Robb Dunn, as soon as possible (office: 410-293-8776 or cell: 443-822-5134). The Associate Athletic Director, Club Sports will notify the Director of Athletics.

6. Notify the Duty Officer at USNA about the situation. The team's Officer Representative can assist with notifying the USNA Chain of Command. Bancroft Hall Main Office Number – 410-293-5001 or Officer of the Watch – 410-293-2701.

7. An Injury Report Form must be filled out for each injury, and turned in to the Club Sports Office by 0800 the following business day.

2. **Emergency Protocol – On USNA grounds**

- A. CALL 410-293-3333 (3-3333) or 911
- B. Follow pre-arranged emergency plan (see above)
- C. Notify Associate Athletic Director, Club Sports of situation.

3. **Emergency Protocol – On the Road**

- A. On road trips, when not accompanied by an athletic trainer, determine from the host personnel the availability of medical coverage upon arrival.
- B. If an emergency situation arises, seek assistance from host school's medical personnel.
- C. If no medical personnel are available, activate the Emergency Medical System by calling 911.
- D. Follow pre-arranged emergency plan (see above).
- E. Notify the Associate Athletic Director, Club Sports of the situation.
- F. Be sure to get all records, including medical test performed, regarding injury/illness. Bring all information to Brigade Medical upon your return to the Academy.
- G. Have the athlete see Brigade Medical upon return so that proper follow-up care can take place.

4. **Urgent Care for Non-Emergency Injuries/Illnesses on the Road**

When traveling with an athletic team without an athletic trainer, follow these procedures if an injury/illness (Non-emergency) occurs away from the competition site and no medical help is available:

- A. Call Brigade Medical (Primary Care Provider – available 24 hours) at 410-293-1758.
- B. Duty personnel will get on the line and discuss the case.

- C. Either care will be authorized (a MUST) at a facility near your location or the case can wait until you return to the Naval Academy.
- D. If out of the area care is authorized, call 1-888-333-4522, the 24-hour health-care finder, to get information where to go on the road.
- E. If it is determined that the situation can wait, take the athlete to Brigade Medical in Bancroft Hall – 6<sup>th</sup> Wing upon your return. Brigade Medical is available 24 hours a day (phone number: 410-293-1758).

5. **Tricare Procedures (Midshipmen insurance)**

All hospital visits will require approval according to TRICARE policies (similar to an HMO). The following procedures should be followed:

- A. Go to the Emergency Room.
- B. Notify ER staff that the insurance is TRICARE. As proof of insurance, Active Duty personnel must present valid military ID.
- C. Call 1-877-874-2273 (TRICARE contact administrator) or 410-293-CARE.
- D. You will need the Midshipmen’s SSN, details of case, provider name and address, etc.
- E. This is necessary to get the case into the system as an emergency, so that it is documented for a later payment.
- F. If you forget this sheet on the road, remember these procedures are listed on the team’s movement orders.

**EMERGENCY PHONE NUMBERS**

AT USNA (“On the Yard”) – 410-293-3333 or 3-3333 or 911  
 Annapolis or Out of Town (“Off the Yard”) - 911

<u>Medical Services</u>	<u>Phone Number</u>
Brigade Medical	410-293-1758
Orthopedics	410-293-1748
Dental	410-293-3788
TRICARE	
Service Center	1-877-874-2273
Customer Advocate	410-293-CARE

6. **NAAA Lightning – Safety Policy**

The Naval Academy Athletic Trainers have the authority to remove athletes from the practice field during severe weather. This decision will be based on the information

from a lightning detector or the "flash-to-bang" method. If an Athletic Trainer is not on site during a practice it then becomes the responsibility of the Head Coach to remove their athletes from the playing field during threatening weather. Game officials have the responsibility to stop play during contests with input from NAAA supervisors, coaches and athletic trainers. Keep in mind that this area is particularly prone to sudden and severe thunderstorms. The safety of our athletes is paramount during threatening weather and any decision to suspend practice or games should be made of the side of caution. In the absence of a lightning detector the flash-to-bang method of using a count of 30 second should be used as a minimal determinant of when to suspend activities. (Once a lightning flash is seen, any count of less than 30 seconds before hearing thunder is an indication that a danger is present and practice should be suspended) If practice is suspended wait 30 minutes or longer after the last flash of lighting or sound of thunder before activities are resumed. Shelter should be taken indoors and by the shortest route possible. (A close by, safe building should be identified before the need to seek shelter) Refer to the NAAA Emergency Protocol for proper handling of any injuries as the results of lighting.

## INVENTORY

### **1. Equipment Custody**

- A. Accountability. Strict accountability of equipment and property is required to preclude inadvertent loss or theft to 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 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 throughout the year and notes any major discrepancies in club equipment in the end of year report. The end of year reports is submitted to the Club Sports Office.

### **2. Reports**

- A. Inventory Report. Each club will use the Inventory Report forms in this handbook. Inventories will be performed a least once a year and during the turnover of the club president; both the outgoing and incoming president will be present at the inventory and the final count turned in with the end of year report. Inventories will also be conducted at 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. Rule of Thumb: if items were purchased by NAAA and your club sport budget, it must show up on your inventory.
- 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 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 will be surveyed (see enclosed form in forms section).
- C. Surveys. This is the expending of used or old equipment, uniforms etc. that are beyond use. Surveys are used to provide an administrative review of the conditions 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 must be removed from the club's inventory record (lost, destroyed or worn out) that has a value of \$50.00 or more.

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

**AWARDS**  
**LETTER WINNERS, N PIN, PE MARK**

1. **Qualifying and Wearing the Letter.** A 7 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 Athletic Director via the Associate AD for Club Sports. Written on each letter will be the name of the club sport down one leg of the N and "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. Any Midshipmen wearing a club letter without the word "club" will be considered out of uniform and will not be allowed to wear the sweater with the altered letter.

The Officer Representative will determine those who qualify for the year and submit a letter to the Associate AD for Club Sports including name, alpha and company according the Letter Winner Criteria for that club sport. List all letter winners regardless of whether they have lettered previous years. Note on submission whether they are previous letter winners (yes or no). Upon final approval, the Associate AD for Club Sports will give the letters to the Officer Representative or Club President for distribution at the end of their respective seasons. MDSHIPMEN CANNOT RECEIVE A CLOTH LETTER MORE THAN ONCE. (They can be a 4-year letter winner, but only receive one letter).

2. **Purchase of Letters.** The Associate AD for Club Sports will order and purchase the letters out of the Club Sports Program Budget.
3. **Purchase of Letter Sweaters.** Each individual midshipman is responsible for buying their own letter sweater. The sweaters are ordered once a year and have a six month lead time on orders. The midshipmen will coordinate their order through the Club Sports Office. The sweaters are the exact same sweaters worn by the varsity athletes.
4. **Wearing of the Letter.** Letters shall be worn in accordance with the uniform policy. Altering the letter in any way is not allowed.

5. **Qualifying for and Wearing the “N” Pin.** Instituted in the spring of 1996, the “N” Pin is awarded to all Club Sports for victories over USMA, and/or USAFA. A midshipman qualifies by being a letter winner for their sport and a victory over USMA and/or USAFA. A midshipman must play in the contest against the two service academies to qualify for the “N” Pin. The Officer Representative can make and appeal to the Associate AD for Club Sports for special cases. The Officer Representative will submit a letter to the Associate AD for Club Sports of those midshipmen that qualify for the letter and “N” Pin. Upon approval, the Associate AD for Club Sports will distribute the Pins to the O-Rep or Club President. Only one pin of each designation may be awarded per year. The “N” Pin will be worn on the Club Sport letter sweater and above the club sport N. **“N” PINS ARE NOT RETROACTIVE.**
6. **PE Mark: Rewarding Our Athletes.**
- a. PE Mark is a program to reward athletes for athletic achievement. It is summed with the classroom Physical Education grade accounting for approximately 10% of a midshipmen’s Order of Merit.
  - b. What is required from the PE Department is an entry for each midshipman for each season. The Associate AD for Club Sports will be responsible for entering all club sports participants.
  - c. The Associate AD for Club Sports will need at the end of your traditional season a list of Letter Winners, designating who is captain, National Team Champion, Club All-American, etc.. The Club Sports Director will enter these into PE Mark.
  - d. Points are given for participation level:
    - 4 – Varsity Captain, All-American, National Team Champion
    - 3 – Varsity Letter Winner, Club Captain, Club All-American
    - 2 - Club Letter Winner, Varsity Member
    - 1 - JV Member, intramural participant, club member
    - 0 - No Sport
  - e. If this information is not received from the Officer Representative, it will not be entered into the system.
  - f. To receive the benefits of PE Mark, the midshipman must be on the roster, and be one of the allowable exemptions and and be a letter winner. Extras such as All-American, National Champion are bonus points.
7. **Club Sports Athlete of the Year Award.** Nominations are due to the Associate AD for Club Sports by April 15 to be considered for the award.

## **CLUB SPORT ATHLETE OF THE YEAR**

**CRITERIA FOR CLUB SPORT ATHLETE OF THE YEAR:** This award has been created to honor the midshipman (male and female) who as a club sport athlete has excelled at his/her sport(s), done the most to promote club sports at USNA, and has done the most to promote USNA.

### **NOMINATION PROCESS:**

1. Nomination by each team OREP, as voted upon by each team.
2. Nomination will be turned in to the Associate AD for Club Sports, by April 15.
3. Nominations must be submitted on the enclosed form and all criteria filled in.
4. Nominations will not be accepted from the floor during the meeting.

### **ITEMS CONSIDERED FOR NOMINATION:**

1. Must be a First Class Midshipman.
2. Number of Club Sport Letters by Sport and Sports participated in.
3. Athletic record through all 4 years.
4. Honors and/or special recognition received through club sport participation.
5. Positions held in the Club Sport program: (i.e. team president, secretary, etc.)
6. GPA
7. Company Officers Recommendation-includes Performance and Conduct Grade.
8. Physical Education Grades.
9. Officer Representative's and/or Coaches' Recommendation.

### **SELECTION BOARD WILL CONSIST OF:**

1. Director of Athletics will have final approval of Nominated Candidate (Non-voting).
2. Associate AD for Club Sports (meeting supervisor, non-voting member).
3. All Club Sport Officer Representatives (All Voting Members). Nine present for a quorum. Date and time of the meeting will be determined by the Associate AD for Club Sports.

### **HOW THE VOTING WILL BE CONDUCTED:**

1. At least nine members of the committee present and voting.
2. There will be a two (2) minute presentation by the Officer Representative.
3. Names of the nominees will be written on the blackboard for all to see.
4. Each voting member will vote for three candidates. A first place vote will be worth 3 points, two for a second place vote and one for a third. The nominee with the highest total score will be the winner. A tie vote will cause a re-vote of only the nominees that had the same total score.
5. The final winner names will be sent to the Director of Athletics for approval.

### **THE AWARD WILL CONSIST OF:**

1. A permanent plaque will bear the recipient's name and year the award was won.
2. Recipient will receive a Naval Academy watch that will be presented at the Prizes and Awards Ceremony.

**CLUB  
SPORT**

**CRITERIA**

**N-PIN**

<b>BOXING</b>	Win a Brigade Championship	Participate in bout vs. Army or Air Force. Must be a victory.
<b>CYCLING</b>	Must be part of squad sent to Nationals. If a team does not qualify, must be part of the squad that would have been sent to Nationals. Place in top 3 of the ACCC in overall season standings in the men's A or B or women's A categories. At the discretion of the team captain or OREP, a team member does not meet the above they may be awarded a letter as a 3rd or 4th year rider who has contributed significantly to the overall operation and morale.	Participate in a mass start race and defeats Army or Air Force in overall points placing, given the points comparison is based upon equal numbers in each squad.
<b>ICE HOCKEY</b>	Must play in 1/2 of all games & who are agreed upon by a board consisting of head coach & all captains.	Participate in game vs. Army or Air Force. Must be a victory.
<b>INT'L PISTOL</b>	Qualify for Nationals on Blue or Gold Team. More than 1/2 of the matches competing on Blue or Gold Team.	Participate in match vs. Army or Air Force. Must be a victory.
<b>KARATE</b>	Compete in competition. Improvement to next level belt. 100% attendance at practices.	Participate in match vs. Army or Air Force. Must be a victory.
<b>MARATHON</b>	Must run a Boston Marathon qualifying time during the season & compete in the Boston Marathon.	Finish higher in the team competition than Army or Air Force.
<b>POWERLIFTING</b>	During a sanctioned qualification meet: Lift the total aggregate weight in the respective weight class as set forth by the ADFPA for national qualification.	Participate in meet vs. Army or Air Force. Must be a victory.

<b>RUGBY (M/W)</b>	Be a tournament side player (A or B) for the whole Fall Semester. Start in all of the A or B side games for the Fall Semester. Play at least 50% of any game which one has started for the A or B side. Play in 65% of innings played.	Participate in game vs. Army or Air Force. Must be a victory.  Participate in game vs.
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<b>SOFTBALL</b>	Pitchers who contribute to winning games will letter regardless of innings played.	Army or Air Force. Must be a victory.
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<b>TENNIS</b>	Participate in 65% of the scheduled matches for the combined Fall & Spring Seasons.	Participate in game vs. Army or Air Force. Must be a victory.
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<b>TRIATHLON</b>	Earned position on Collegiate nationals traveling team & placed within the top 6 on the team(these places all count towards the finals score-top 3 score, 2nd three displaces.	Participate in competition vs. Army or Air Force. Must finish higher.
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<b>VOLLEYBALL</b>	Play in 50% of all games. 3 Defensive Specialists will also named to a letter.	Participate in game vs. Army or Air Force. Must be a victory.
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## **END OF YEAR REPORT/ELECTIONS**

1. **END OF YEAR REPORT.** The end of year report will be submitted to the Club Sports Office 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 via the form provided.

### **2. ELECTION AND SELECTION OF CLUB OFFICES**

- 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 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 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 Associate Athletic Director for Club Sports will review and forward to the Director of Athletics for final approval the selection of all Club Sports Presidents (Captains).