

NAVAL ACADEMY ATHLETIC ASSOCIATION

*566 Brownson Road
Annapolis, Maryland 21402*

DIRATHINST 1710.17A
15 September 2022

DIRECTOR OF ATHLETICS INSTRUCTION 1710.17A

Subj: CLUB SPORTS POLICIES AND PROCEDURES

Ref: (a) COMDTMIDNNOTE 1710 (Series) (SPORTS TEAMS EXEMPTIONS AND EXCUSALS)
(b) COMDTMIDNINST 1310.1 (Series) (DUTIES FOR OFFICER AND ENLISTED REPRESENTATIVES)
(c) COMDTMIDINST 4653.1 (Series) (MOVEMENT ORDERS AND EXCUSAL LIST)
(d) USNAINST 7010.2 (Series) (NONAPPROPRIATED FUND PROCUREMENT POLICY)
(e) USNAINST 1531.51 (Series) (CLASS STANDINGS)
(f) USNANOTE 1650 (PRLZES AND AWARDS CEREMONY)

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

1. Purpose. Enclosures (1) through (10) define Club Sports activities and provide policy and procedures applicable to these activities.

2. Cancellation. DIRATHINST 1710.17.

3. Background. Club Sports are established for the physical development of qualified members of the Brigade, to offer opportunities to Midshipmen to compete in intercollegiate athletics, develop leadership and managerial skills, and 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 Director of 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 Director of 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 or Enlisted 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 the other commitments placed upon Midshipmen's time. Generally, unless exception is approved, special privileges are not granted to Club Sports participants.

6. Intramural Exemptions.

- a. Club Sports Advisory Committee - The Club Sports Advisory Committee (CSAC) will meet each spring to evaluate the Club Sports roster and 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. Director of Club Sports (Chair)
 2. Deputy to the Athletic Director (Military)
 3. Physical Education Department Chair
 4. Associate Athletic Director, Facilities and Maintenance
 5. NAAA Business Office Club Sports Representative
 6. Brigade Operations Officer
 7. Midshipmen Welfare Fund Manager
 8. Physical Mission Scheduling Officer
- c. Requests for changes in intramural sport exemptions should be submitted to the Director of Club Sports no later than 1 April for the following academic year.



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CLUB SPORTS ELIGIBILITY

1. **CLUB SPORTS.** The established Club Sports, in conjunction with all other Naval Academy programs, create an exceptionally diverse environment for Midshipmen and emphasize competitiveness and 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 at least four years.
 - c. The team has a designated Officer Representative
 - d. The team has a draft Constitution or Bylaws 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.
 - f. There is an available facility during the daily Athletic Reserve Period.
 - g. There is funding to support the team.

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 Director of Club Sports. These requests will be accepted no later than 1 April for the next academic year. The submitted proposal 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 bylaw/constitution
 - g. Proposed competition schedule, conference affiliation, and national championship
 - h. Number of intramural sports exemptions requested
 - i. Letters of support
 - j. Names and alphas of interested midshipmen

4. **DISESTABLISHING A CLUB SPORT.** The CSAC may recommend to the Director of Athletics that a Club Sport be dropped for a number of reasons, including, but not limited 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. Membership drops below the 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.

Enclosure (1)

- g. A coach is not available for safety-oriented sports, such as ice hockey.
 - h. The Club Sport is placed on probation for more than one year over a four-year period.
 - i. Failure to follow USNA rules and regulations.
 - j. Any inappropriate benefit, gratuity or sponsorship as a result of their participation in said Club Sport 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 COMDTMIDNNOTE 1710 or COMDTMIDNINST 4653.1 (series)
 - b. Yard Eligible – Not eligible for Club Sports movement orders. Members not meeting eligibility requirements of COMDTMIDNNOTE 1710 or COMDTMIDNINST 4653.1 (series) 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 Sports programs has increased in recent years. Because of the number and varieties of activities, the roles of the Coach and the Officer Representative are even more important in the administration of the Club Sports program. The duties of the Coach, O-Rep and Midshipman Club Officers often appear to overlap. Many Coaches believe that their responsibilities as a “coach” are similar to Varsity athletic coaches and include administering a budget, securing funding, scheduling contests, arranging for travel, etc., when in fact, most of the Club Sports programs are designed to allow midshipmen to handle these facets of the Club’s activities. While in many cases the Coach possesses an invaluable amount of institutional knowledge and history, the Coach’s focus should be on workouts, skill improvement, game strategy, and guidance.

Most Club Sport Coaches are either volunteers or nominally paid individuals who donate their time and services because of a genuine love and interest for 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 should be alleviated by the active involvement of the Director of Club Sports in the recruitment, hiring, and selection process of the Club Sport coaches. All Coaches will either be NAAA employees or volunteers. The Director of Club Sports will interview all new Coaches and will send their recommendation to the Director of Athletics for approval. The Director of Club Sports will explain to the Coach their responsibilities within the Club Sports program.

The duties and responsibilities of the club officers and coaches are defined in this Club Sports policy.

1. MIDSHIPMAN CLUB PRESIDENT / TEAM CAPTAIN

- a. **Responsibilities.** Each Club shall elect a Club President/Team Captain. Voting members shall be those Second, Third and Fourth Class members of the Club who were on the roster for at least one semester that academic year. Nominees should be pre-approved by the Officer/Enlisted Representative prior to voting. After the election, the results will be forwarded for review and approval to the Director of 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 by the Club’s Officer/Enlisted Representative and the Director of Club Sports. The Club President shall:
 1. Ensure the Club is in compliance with the Club Sports Policies and Procedures.
 2. Ensure that all required forms and documentation are submitted in the proper format and ON TIME for approval by the Officer/Enlisted Representative.
 3. Prior to the season, submit a team schedule of events to the Club Sports Office ensuring de-confliction with USNA Master Calendar, Academic calendars, Brigade schedule of events, or other events on the Yard.
 4. Prepare and submit yearly budget request to the Club Sports Office via Officer/Enlisted Representative using the appropriate budget forms.

5. Approve expenditures of NAAA operating and reserve account funds in accordance with Club desires and endorsement of the Officer/Enlisted Representative.
6. Review budget reports with Officer/Enlisted Representative and Club Treasurer.
7. Update the Club's constitution and bylaws for approval by membership, as necessary.
8. Promote and ensure that all members abide by all USNA rules and regulations.
9. Assign appropriate Club related duties to other Club officers/members, such as the Secretary and Treasurer.
10. Comply with any other duties tasked by Director of Club Sports.

2. OFFICER/ENLISTED REPRESENTATIVES

- a. **Responsibilities.** A commissioned officer or senior enlisted attached to the Naval Academy Complex will be appointed to serve as Officer or Enlisted Representative of each Club Sport. The Officer/Enlisted Representative shall:
 1. Ensure Club is in compliance with the Club Sports Policies and Procedures.
 2. Apply for the Officer/Enlisted Representative position as outlined in COMDTMIDNINST 1310.1 (series) and be designated in writing by the Commandant of Midshipman for the duration of their assignment to USNA or formal resignation, whichever occurs first.
 3. Represent the Commandant of Midshipmen and be responsible for promoting and enforcing USNA standards, rules, and regulations within the Club per COMDTMIDNINST 1310.1 (series).
 4. Take responsibility for the financial management and accountability of the resources to support the Club, to include procurement approval of all funds maintained by the Club, budget execution of annual operating budget and Club reserve account, and equipment inventory for record purposes.
 5. Ensure that all reports are properly prepared and submitted on time.
 6. Submit all Movement Orders (MOs) and Excusals, ensuring compliance with COMDTMIDNINST 4653.1 (series).
 7. Report all injuries to the Club Sports Office and designated Sports Medicine representative as soon as possible.
 8. 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 Director of Club Sports.

9. Not be appointed to serve as Officer Representative for more than one Club or Varsity sport.

3. COACH/ASSISTANT COACH

- a. **Responsibilities.** A Club Sport Coach is a contracted employee or volunteer who is recommended via the Officer/Enlisted Representative and Club President and approved by the Director of Athletics. No commitments to the Coach are to be made until the Director of Club Sports issues an employment or volunteer contract. A Club Coach shall:
 1. Abide and actively support all NAAA and USNA rules and regulations.
 2. Have a Club Sports contract or volunteer form and appropriate background check on file in the Club Sports Office before actively engaging with the team.
 3. Develop and improve skills of the midshipmen Club members.
 4. Organize all practices and competitions.
 5. Assist Club officers in scheduling games.
 6. Develop and employ safety precautions.
 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 Officer/Enlisted Representative, Club President, and Club Sports Office.
 9. Comply with any additional duties tasked by the Director of Club Sports.
- b. **Firing or Dismissal.** A Club Sport Coach can be dismissed at any time at the discretion of the Director of Athletics.
- c. **Assistant and Volunteer Coaches** are subject to all guidelines applicable to Club Sport Head Coaches, as their selection will be recommended by the respective Club's Officer/Enlisted Representative, endorsed by the Director of Club Sports, and approved by the Director of Athletics.

FACILITIES

1. **Assignment of Club Sports Spaces:** Club Sports requiring space or modifications to existing spaces may submit such requests in writing to the 1st LT assigned to their respective field or facility:

Fields	1LT-AthleticFields-group@usna.edu
Halsey Field House	1LT-HalseyFH-group@usna.edu
Lejeune Hall	1LT-LejeuneHall-group@usna.edu
Macdonough Hall	1LT-MacdonoughHall-group@usna.edu
Wesley Brown Field House	1LT-WesleyBrownFH-group@usna.edu
Brigade Sports Complex	Megan Petro, petro@usna.edu

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 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/Enlisted Representative of the Club Sport is responsible for all keys to their respective Club Sport spaces.

3. **Keys:** The 1st LT of the assigned building will retain a duplicate or master key for all Club spaces in their office. At the end of the academic year, but before Commissioning Week, the outgoing Officer/Enlisted Representative will make sure all keys are properly tagged, accounted for and returned to the building 1st LT.

4. **Lock or Key Replacement:** Lock replacement and key duplication requests will be submitted to the appropriate 1st LT via the Officer/Enlisted 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 USNA Leadership or the Fire Marshal. Personal clothing or equipment extraneous to the Club's purpose is not to be left in assigned spaces at any time, including over the summer.

6. **Practice Areas:** Fields and other practice areas are assigned to each Club Sport by the Director of Athletics via the Director of Club Sports. The maintenance of this space is the responsibility of the assigned 1st LT. Any question or problems concerning field preparation or maintenance should be directed to the 1st LT, copying the Director of Club Sports.

7. **Facilities Request Procedure:** All requests to schedule USNA facilities for practices and competitions should be submitted to the designated 1st LT.

SCHEDULES

1. **Competition Schedule.** Each Club Sport is required to submit their proposed schedule to the Club Sports Office for approval by the designated deadlines of each semester, preferably at least two weeks prior to the beginning of the Club's season. Prior approval from the Director of Club Sports is required before committing a USNA program or midshipmen to attend or compete.

2. **Home Competitions.** No home competitions should conflict with home Varsity football games. No competition should start any earlier than 0800 on Saturdays and should be completed 45 minutes prior to March On formation for home football games. CLUB SPORTS ARE NOT AUTHORIZED TO MISS HOME FOOTBALL GAMES FOR HOME COMPETITIONS AND ARE NOT DRILL-EXEMPT UNLESS THEY ARE DESIGNATED AS SUCH IN COMDTMIDNNOTE 1710.

3. **Schedule Changes.** Once your schedule is submitted, it is important to minimize changes. If a change is necessary, notify the Club Sports Office immediately.

4. **Game Results.** Game results will be reported to the Club Sports Office no later than 0800 the next business day (i.e. Mondays after weekend competitions.) All submissions are to be via the Game Report Form, as it will be used to assist in tracking the amount of game time played, awarding of letters, attendance, and public relations.

5. **Contracts:** Only the Director of Club Sports is authorized to sign contracts on behalf of Club Sports, including competition agreements.

6. **Visiting Team and Official Gate Access Procedures:** It is important to communicate our Yard Access policies with visiting teams and officials competing at USNA. It is the responsibility of each team to communicate this information with their opponents and officials.

Please direct your visiting teams and officials to complete the appropriate form through the portal on NavySports.com (<https://navysports.com/sports/2018/5/23/ot-navy-visitors-team-officials-html.aspx?id=465>). They'll need to use the password "go2navy!" to submit their information.

They can also find this page by clicking on "YARD ACCESS" on the far right of the NavySports.com menu bar. At the bottom of the first page is a link for "USNA Access Information for Visiting Teams/Officials Information", which will take you to the link above.

A couple key notes:

- Form can be submitted one month in advance of the first date of access needed, but must be submitted no later than one full week (7 calendar days) prior to the first day of access.
- Visitors, vehicle and gear are subject to search.
- Driver and all passengers must be in possession of an official government-issued photo identification card.
- A new form must be completed for each non-consecutive day event you are requesting access for.
- This process is for visiting teams and officials only; spectators cannot request access via this portal.
- Questions for teams and referees on the access forms can be directed to Joe Cook at cook@usna.edu

CLUB SPORTS ROSTERS

1. **Rosters.** Rosters containing names of members of the sport who are intramural exempt only (staying within your numbers of exemptions outlined in COMDTMIDNNOTE 1710) are to be turned in to the Club Sports Office signed by the Club President and Officer/Enlisted Representative by the designated deadline. Rosters are also to be kept current in MIDS. A Drop/Add Form must be submitted to the Club Sports Office for any members dropped or added to the Club. **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.** Midshipmen must work out with their assigned Club Sport team every day that Intramurals are scheduled. Only Extra Instruction; remedials to include PRT, swim, weigh-ins, or Conditioning Squad; SIQ; or Watch are valid excuses for missing a Club practice.

Attendance records will be kept by the Club President 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 Officer/Enlisted Representative. 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 practices and competitions.

FINANCE AND TRAVEL

1. **NAAA Budget Request.** All Club Sports are required to submit a Budget Request Form to the Club Sports Office by the designated deadline. 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, or the manner in which the requested item is to be used. Requests for National competitions will be accounted for in a separate line item of the overall Club Sports budget. The Nationals Competition Approval Form must be approved by the Director of Club Sports prior to any arrangements being made for Nationals competition. Endorsement of budget request by the Officer/Enlisted Representative 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/Enlisted 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 held by NAAA and maintained separately from the Club's operational budget account. Financial obligations that are not budgeted may be paid with funds held in this Reserve account, if approved by the Officer/Enlisted Representative and the Director of Club Sports.
4. **Disbursement.** Disbursement from either the budget or reserve accounts will be made by the NAAA Business Office with endorsement from the Director of Club Sports.
5. **Petty Cash Fund.** Club sports are not authorized a petty cash fund.
6. **End of Year.** Funds remaining in operational budget 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.** 10 business days are required to process check requests.
9. **Procurement.** NAAA 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.
10. **Purchase Authorization.** Only those persons designated in writing and on file with the Club Sports Office may authorize purchases. This is normally limited to the Club President or Treasurer, with the Officer/Enlisted 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, alpha, and title. **All purchases MUST be approved IN ADVANCE via the Purchase Requisition process.**

Midshipmen are responsible for placing order once they have received an approved Purchase

Order number. Please contact the Club Sports Office with any questions on purchasing procedures.

11. Reimbursement. Please request reimbursement by using an Expense Report Form and scanning receipts. All submittals are to be submitted electronically as a single PDF document. Midshipmen MUST include ALPHA.

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

13. Lodging

- a. Identify potential hotel.
- b. Once you receive hotel confirmation, complete and submit Purchase Requisition Form with Credit Card Authorization Form to Club Sports Office.
- c. NAAA Business Office will coordinate payment with NAAA credit card.
- d. Make sure receipts are turned in to NAAA Business Office upon return.

14. 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. It is recommended you make reservation with NEXTCAR as a back-up should Transportation cancel your van; NEXTCAR reservation can be cancelled prior to vehicle pick-up. NEXTCAR reservations should be made at least 1 week prior to MO.
 1. Call NEXTCAR at 410-266-0643 to check vehicle availability.
 2. Submit Purchase Requisition Form and NEXTCAR Vehicle Request Form to Club Sports Office.
 3. At least 2 days prior to vehicle pick-up, call NEXTCAR to verify reservation.

15. Transportation – Ground (Buses): USNA Transportation has not traditionally been able to support Club Sports. Alternatively, here is a list of private bus companies:

First Priority Charter Company/RMA, 301-568-3500
Martz, 800-862-1400
Academy, 410-391-8700
Spriggs Coaches, 301-855-2158
Dillon's Coach, 410-647-2321
Chesapeake, 410-757-3000

Purchase Requisitions must be completed with at least three (3) different price quotes and submitted for approval.

16. Transportation – Air Air Travel is typically discouraged for Club Sports. However, consideration will be given should air travel prove to be more beneficial financially and from a missed class perspective. Once permission is granted for air travel from the Club Sports Office, submit a Purchase Requisition with at least three (3) different price quotes and a passenger list with full names and DOBs.

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 Officer/Enlisted Representatives, 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 AED in their facility and 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 designated athletic trainer, team doctor, or Duty Doctor (410-293-2273) as soon as possible.

 - 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

Enclosure (7)

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 your assigned athletic trainer and 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 Director of 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 your designated athletic trainer of the situation.
- F. Be sure to get all records, including medical tests performed, regarding injury or illness. Bring all information to your designated athletic trainer upon your return to the Academy.
- G. Have the athlete see your designated athletic trainer or 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 the Duty Health Care Provider via the call center at 410-293-2273.
- B. Duty personnel will get on the line to discuss the case and provide further guidance.

- 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 1-800-874-2273 (press option 1), 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 – 6th Wing upon your return. Brigade Medical is open 0630-1630 weekdays and 0700-0900 weekends and holidays. The Duty Health Care Provider is available by phone 24 hours a day (410-293-2273).

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
Brigade Orthopedics	410-293-1748
Brigade 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 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 on the side of caution.

In the absence of a lightning detector, the flash-to-bang method of using a count of 30 seconds 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 lightning or sound of thunder before resuming activities. 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 lightning.

INVENTORY

1. Equipment Custody

- A. Strict accountability of equipment and property is required to preclude inadvertent loss or theft and 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. The Officer/Enlisted 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.

2. Reports

- A. Inventory Report. Each Club will use the prescribed Inventory Report format. Inventories will be performed at least once a year and during the turnover of the Club President; both the outgoing and incoming Club 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/Enlisted Representative turnover. Any items which are considered appropriate for inclusion as permanent custody record items will be added and lost or expended property will be surveyed. Rule of Thumb: if items were purchased by NAAA and/or your Club Sport budget, it must show up on your inventory.
- B. 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.
- C. 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 bylaws and meet final approval by the Athletic Director via the Director of 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/Enlisted Representative will determine those who qualify for the year and submit a letter to the Director of Club Sports, including name, alpha and company according to the Letter Winner Criteria for that Club Sport. List all letter winners regardless of whether they have lettered in previous years. Note on the submission whether they are previous letter winners (YES or NO). Upon final approval, the Club Sports Office will issue the letters to the Officer/Enlisted Representative or Club President for distribution.

The Athletic Director has the discretion to award letters to those who do not meet the pre-established criteria.

MIDSHIPMEN 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 Director of 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 same model sweaters worn by the Varsity athletes.

4. **Wearing of the Letter.** Letters shall be worn in accordance with the Commandant's 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 USAFA. A midshipman qualifies by being a letter winner for their sport and participating in the victory over USMA or USAFA.

The Officer/Enlisted Representative will indicate on the Club Letter Winner List those midshipmen that qualify for the letter and "N" Pin. Upon approval, the Club Sports Office will distribute the Pins to the Officer/Enlisted Representative 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.

The Officer/Enlisted Representative can make an appeal to the Director of Club Sports for special cases.

6. **Athletic Performance (ATHPER) Mark: Rewarding Our Athletes.**
 - a. ATHPER Mark is a program to reward athletes for athletic achievement. It accounts for approximately 3.4% of the maximum points a midshipman can earn towards their Order of Merit.
 - b. To receive an ATHPER Mark, an athlete must be listed on the appropriate roster in MIDS for each season of participation, including designating their level of participation (i.e. letter winner, captain, etc.). The Director of Club Sports will be responsible for entering all Club Sports participants.
 - c. The Director of Club Sports will pull from each Club's End of Year Report a list of Letter Winners, designating who is Captain, National Team Champion, Club All-American, etc.
 - 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 Club by the Spring Review & Study Day prior to Exams, it will not be entered into the system.

7. **Club Sports Athletes of the Year Award.** An annual award is presented to the male and female midshipman who have excelled as a Club Sport athlete and represented USNA with distinction through their sport. The award is selected by a Selection Board composed of the Officer/Enlisted Representatives of each Club. The Director of Club Sports will solicit nominations and call the meeting for late April, allowing time for the winners' names to be forwarded to the Director of Athletics for final approval. The Club Sports Athlete of the Year Awards are presented at the annual Prizes & Awards Ceremony.

CLUB SPORT	CRITERIA	N-PIN
BOXING	Win a Brigade Championship	Participate in bout vs. Army or Air Force. Must be a victory.
CYCLING	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 who does not meet the above 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.
FENCING	Compete in at least one bout in either the Mid-Atlantic Collegiate Fencing Association (MACFA), National Intercollegiate Women's Fencing Association (NIWFA), or U.S. Association of Collegiate Fencing Clubs (USACFC) Championships.	Participate in meet vs. Army or Air Force. Must be a team victory.
ICE HOCKEY (M/W)	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.
INT'L PISTOL	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.
JUDO	Compete in competition. Improvement to next level belt. 100% attendance at practices.	Participate in match vs. Army or Air Force. Must be a team victory.
KARATE	Compete in competition.	Participate in match

	Improvement to next level belt. 100% attendance at practices.	vs. Army or Air Force. Must be a team victory.
CLUB LACROSSE	Play in at least 4 games throughout the spring season and no unexcused absences from mandatory team events.	Participate in game vs. Army or Air Force. Must be a victory
MARATHON	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.
POWERLIFTING	During a sanctioned qualification meet. Lift the 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.
SQUASH	Compete in at least 50% of team matches.	Participate in meet vs. Army or Air Force. Must be a team victory.
SOFTBALL	Play in 65% of innings played. Pitchers who contribute to winning games will letter regardless of innings played.	Participate in meet vs. Army or Air Force. Must be a victory.
TRIATHLON	Earned position on Collegiate Nationals traveling team & placed within the top 6 on the team at the event.	Participate in meet vs. Army or Air Force. Must finish higher in team standings.
VOLLEYBALL	Play in 50% of all games. 3 Defensive Specialists will also be awarded a letter.	Participate in meet vs. Army or Air Force. Must be a victory.

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 classes. It will be prepared by the Club President and signed by the Officer/Enlisted Representative. The report will be submitted via the format 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/Enlisted 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 Director of Club Sports will review and forward to the Director of Athletics for final approval the selection of all Club Sports Presidents (Captains).