



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 6100.2C  
OPS  
AUG 20 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 6100.2C

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: BRIGADE OF MIDSHIPMEN INTRAMURAL SPORTS PROGRAM

Ref: (a) COMDTMIDNINST 5400.6U  
(b) COMDTMIDNINST 1601.12D  
(c) COMDTMIDNINST 1020.3C

Encl: (1) Intramural Sports Organizational Chart  
(2) Intramural Sports Supervisor Checklist

1. Purpose. The Naval Academy Intramural Sports Program is a midshipmen-run program. Midshipmen Officers will organize, plan, and execute all tasks relating to intramurals. This instruction will provide midshipmen billet descriptions and organizational information in order to facilitate a successful Intramural Sports Program.

2. Cancellation. COMDTMIDNINST 6100.2B.

3. Scope and Applicability

a. The Intramural Sports Program provides athletic competition for those members of the Brigade not on Varsity or in-season Club sport rosters. Intramural competition supports the moral, mental, and physical missions of the Naval Academy listed in reference (a) by developing the participants over the course of a challenging season that will test their teamwork, leadership, courage, stamina, and game strategy.

b. Midshipmen Officers will be held responsible for the daily running of the Intramural Sports Program. The Midshipmen Officer organization will ensure the overall success of the intramural season for all Brigade teams.

4. Responsibility. The duties described below refer to those of the officer and civilian intramural staff members. These individuals will provide training, oversight, and assistance to the Midshipmen Officers in the execution of their duties. In addition, these staff members will maintain an archive of all administrative documents and provide program continuity between intramural seasons. The staff duties are as follows:

a. Intramural Officer. Responsible for the execution of this instruction and ensures the accountability of all Midshipmen Officers within the Intramural Sports Program. The Intramural

Officer will attend games, hold bi-weekly meetings with midshipmen staff, and utilize the Midshipmen Information System (MIDS) and Intramural Database to continuously monitor the health of the Intramural Sports Program. Specific duties and responsibilities are:

- (1) Develop a schedule for the intramural season and a Plan of Action and Milestones for all intramural events.
- (2) Will meet with all Midshipmen Officers prior to the start of the season to provide training and guidance on their duties and responsibilities as well as the use of MIDS and the Intramural Database.
- (3) Hold bi-weekly meetings with the Brigade Physical Mission Officer (PMO), Battalion PMOs, and Battalion Sports Bosses to review the previous weeks' games and discuss upcoming events.
- (4) Responsible for maintaining all equipment and fields owned by the Intramural Sports Program. Will work with the sports bosses to identify and repair or replace worn or defective equipment.
- (5) Ensures de-confliction of schedules, fields, and athletic facilities owned or used by the Intramural Sports Program.
- (6) Work with the Brigade PMO to plan, coordinate, and execute special events (scrimmages, extramural competitions, and socials).
- (7) Act as liaison to other departments and outside organizations when requesting support for intramural events.

b. Intramural Equipment, Facilities, and Services Manager. As assistant to the Intramural Officer, participates in the organization and administration of the Intramural Sports Program. Capable of acting alone to administer the Intramural Sports Program in the absence of the Intramural Officer. Specific duties and responsibilities include:

- (1) Schedule fields and facilities set up for sports that will be played (marking fields, placing goals, and nets, etc.).
- (2) Communicate with the Intramural Officer, Equipment Clerk, PMOs, Sports Bosses, and Team Captains often ensuring the day-to-day needs of the Intramural Sports Program are being met.
- (3) Verifies daily the accuracy and completion of game results in the Intramural Database. Reviews game reports for each sport for entry date, wins/losses/ties/forfeits, officials and injuries, and forwards the necessary information to the Intramural Officer.
- (4) Liaise with the midshipmen staff to address any discrepancies found in the Intramural Database.

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(5) Inspect equipment, fields and facilities regularly.

c. Intramural Equipment Clerk. Responsible for the storage, inventory, issue and return of all intramural equipment. Specific duties and responsibilities include:

(1) Issue required gear to all necessary midshipmen for participation in the Intramural Sports Program.

(2) Responsible for maintaining adequate stock levels of all required equipment. Provide suggestions and recommendations for ordering equipment to the Intramural Officer.

(3) Receives and arranges delivery of equipment. Functions as a central point for all material received in support of Intramural sports.

(4) Responsible for ensuring all issued gear is clean, safe, and in serviceable condition before issue and return, prior to restocking.

5. Brigade of Midshipmen Intramural Organization

a. Per reference (b), the Brigade PMO is in charge of the Intramural Sports Program. The Brigade PMO will work with the Intramural Officer and the Commandant Operations Officer to ensure accountability, participation, and safety.

b. The duties described below refer only to Midshipmen Officers' responsibilities to the Intramural Sports Program, and are in addition to any other responsibilities listed in other instructions. The organization of the intramural chain of command and their assigned duties is as follows:

(1) Brigade PMO (MIDN LT). Responsible for the execution of the Intramural Sports Program. This individual will not be required to participate in an intramural sport, but will attend no less than two days of games per week. Specific duties and responsibilities:

(a) Coordinates with the Intramural Officer on all aspects of the Intramural Sports Program.

(b) Conducts seasonal training for the Intramural Sports Supervisors.

(c) Conducts briefings with the Midshipmen PMOs, Battalion Officers, Company Officers, Senior Enlisted Leaders, and the midshipmen in charge of events.

(d) Ensures accuracy and timeliness of required reports and compliance with these regulations with particular emphasis on accountability, safety, eligibility, and participation requirements.

(e) Provides direction to the Battalion PMOs and Intramural Sports Bosses in the performance of their duties.

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(f) Works with the Intramural Officer to ensure that Color Company points for intramurals are recorded, the Intramural Database is maintained, and media and public relations are informed. This includes the weekly publishing of intramural results and forfeitures as well as other updates for the intramural web pages on both the U.S. Naval Academy Intranet and internet.

(g) Attends bi-weekly meetings with Battalion PMOs, Regimental Sports Bosses, Battalion Sports Bosses, and the Intramural Officer.

(h) Compiles list of all Midshipmen Officers for publication on the Intramural Sports Program intranet website.

(i) Assigns each Battalion PMO to oversee the execution of the Intramural Sports Program for one or more sports per season.

(2) Regimental Sports Bosses (MIDN 2/C). Responsible to the Brigade PMO for ensuring the sports programs under their authority are administered in compliance with the regulations. These individuals will not be required to participate in an Intramural sport, but will attend no less than two days of games per week. Specific duties and responsibilities include:

(a) Meets with the Brigade PMO prior to assignment of sports for the semester.

(b) Coordinates with the Intramural Equipment, Facilities, Services Manager regarding equipment, and setup for specific sport programs or events.

(c) Works with the Battalion Sports Bosses to ensure that Intramural Sports Supervisors are present for each sport on every Intramural Day.

(d) Serves as a liaison between the Brigade PMO and the Battalion Sports Bosses, to include creating watchbills and assigning tasks when necessary.

(e) Organizes and supervises intramural equipment issue and equipment return at the beginning and end of each intramural season, to be coordinated with the Intramural Equipment Clerk.

(f) Attends bi-weekly meetings with Brigade PMO, Battalion PMOs, Battalion Sports Bosses, and the Intramural Officer.

(3) Battalion PMO (MIDN LTJG). Serves as the liaison between the Brigade PMO and the Company PMOs. Executes the intramural program for the sport(s) assigned by the Brigade PMO to their Battalion. These individuals will not be required to participate in an Intramural sport, but will attend no less than one day of games per week. Specific duties and responsibilities include:

(a) Ensures that Company PMOs have assigned all midshipmen to a sport and that all midshipmen not on a Varsity roster or in-season Club sport roster are assigned to participate in an Intramural sport.

(b) Assigns four supervisors per sport assigned to their Battalion and ensures that Intramural Sports Supervisors are present for each sport on every Intramural Day.

(c) Ensures that the Battalion Sports Boss compiles Intramural sports scores each day and forwards the attendance and forfeiture report for inclusion in the weekly Intramural Sports Report.

(d) Reviews Company Intramural Rosters in MIDS to ensure rosters are correct and the coach and official positions are properly assigned. Delivers a copy of all rosters to the Brigade PMO and the Intramural Officer during the first week of the intramural season.

(e) Ensures that the Brigade PMO and Intramural Officer have received scores for their sport(s) from the Intramural Sports Supervisors on a weekly basis.

(f) Attends bi-weekly meetings with Brigade PMO, Regimental Sports Bosses, Battalion Sports Bosses, and the Intramural Officer.

(4) Battalion Sports Bosses (MIDN 2/C). Responsible to the Battalion PMO and Regimental Sports Boss for ensuring sports programs are administered in compliance with the regulations. These individuals will not be required to participate in an Intramural sport, but will attend no less than two days of games per week. Specific duties and responsibilities include:

(a) Collects results of intramural competitions each day from Intramural Sports Supervisors, reviews them for discrepancies, and sends a daily report to the Battalion PMO by 2200.

(b) Under the direction of the Regimental Sports Boss, coordinates with the Sports Bosses of the sister Battalions and the Regimental Sports Boss regarding intramural gear issue and return at the beginning and end of each intramural season.

(c) Reports lost or damaged gear to the Intramural Equipment Clerk in a timely manner. Conducts maintenance or repairs to intramural gear as required.

(d) Attends bi-weekly meetings with Brigade PMO, Regimental Sports Bosses, and the Intramural Officer.

(5) Company Physical Missions Officers (MIDN ENS). Company PMOs are responsible to the Company Executive Officer for all matters pertaining to physical education. These individuals are required to participate in an Intramural sport. Specific duties and responsibilities include:

(a) Posts sign-ups for Intramural sports at the beginning of each intramural season. All current sign-up sheets will be found on the Intramural Sports Program intranet website.

(b) Assigns each midshipman in his or her Company to a Varsity, Club, or Intramural sport depending on their participating level. All midshipmen must be entered into their sport in MIDS no later than one week after the start of the intramural season.

(c) Assigns coaches and officials for all Intramural sports.

(d) Ensures that each coach reports game-day accountability, competition results, and roster changes to the Intramural Sports Supervisors.

(e) Ensures that each coach is aware of upcoming competitions at least 24 hours in advance.

(f) Receives Company intramural gear and uniforms for the entire Company, and ensures all individual equipment is picked-up and returned by all intramural players during the designated times at the beginning and end of each semester.

(6) Intramural Sports Supervisors (MIDN 2/C or MIDN 3/C). Responsible to the Battalion PMO that assigned them for supervising the daily athletic competitions in their respective sport. These individuals will not participate in intramurals. Intramural Sports Supervisors will wear issued Intramural Supervisor uniform vests while supervising. Specific duties and responsibilities include:

(a) Carries out all duties on the sports supervisor checklist using enclosure (2).

(b) Ensures that each team is properly dressed in matching uniforms.

(c) Records attendance as teams arrive for intramural competitions.

(d) Ensures that athletic competitions carry on for the duration of their allotted time. Teams will not depart the field until their game is completed as stated by the sports rules.

(e) Submits scores and attendance report to the Battalion Sports Boss no later than 1900 each day.

(7) Intramural Sports Coaches (MIDN 1/C or MIDN 2/C). Responsible to their Company PMO for ensuring that their team adheres to all Intramural Sports Program guidelines set forth in this instruction and all sports rules outlined on the Intramural Sports Program intranet website. These individuals will participate in the Intramural sport for which they are a coach. Specific duties and responsibilities include:

(a) Musters team on deck before proceeding to the athletic competition, to arrive no later than 10 minutes prior to the start of the competition.

(b) Ensures that the entire team is dressed in approved, matching intramural uniforms.

(c) Ensures that the team checks in with the Intramural Sports Supervisors before beginning each competition.

(d) Ensures that score is recorded by the supervisor and submits competition information to Company PMO.

(8) Intramural Duty Drivers (MIDN 1/C). Assigned by the Brigade PMO each semester. These individuals will receive an assigned parking space and parking permit designated by signage on Hospital Point.

(a) One Intramural Duty Driver will be present on Sherman Field during all intramural competitions and will wear the Intramural Staff uniform vest.

(b) Duty driver will utilize their personally owned vehicle and provide for transport of minimally injured, though not requiring emergency care, but needing significant assistance (i.e. sprains) to Brigade Medical.

(c) Midshipmen are advised to utilize emergency services when needed. The assigned Intramural Duty Driver is encouraged to err on the side of calling for an ambulance when there is ambiguity.

(d) The duty driver will ensure that the Sports Supervisors are made aware of any injuries requiring their services.

6. Enforcement. Midshipmen will be held accountable for their assigned duties within the Intramural Sports Program according to the table of priorities in reference (a).

a. Should a midshipman not responsibly fulfill assigned duties, his or her Company PMO will be notified. The Company PMO will give the midshipman 24 hours to provide a legitimate excuse according to the table of priorities in reference (a). If the midshipman fails to do so, the Company PMO shall notify his or her Company Commander and Company Officer or Senior Enlisted Leader, and appropriate conduct action will be taken. Such conduct is manifested as:

(1) Failure to supervise a sport when a midshipmen is assigned to do so.

(2) Absence from a competition without an excuse supported by the midshipmen table of priorities per reference (a).

(3) Failure to carry out or complete assigned tasks designated in this instruction or by the Intramural Officer.

b. There are also instances when the entire Company will be held responsible. In all of the following instances, Companies will be issued forfeits and will therefore lose Color Company points.

(1) Failure to comply with designated timetable for intramural gear issue and gear return at the beginning and end of every semester.

(2) Failure to bring an accurate, signed roster out to the supervisor prior to competition.

(3) Failure to bring enough members to field a team.

(4) Failure to show up for an athletic competition.

(5) Departing the athletic fields prior to the completion of competition.

## 7. Intramural Events

a. The intramural season runs for 11 weeks in both the Fall and Spring semester.

b. Barring any march-on, parade practice or weather cancellation, intramural competition takes place every Monday, Tuesday, Wednesday, and Thursday from 1600-1800.

(1) Weather or Other Cancellation. Authority to cancel intramural competitions for weather resides with only the Intramural Officer, Officer of the Watch, and Brigade PMO. Weather cancellations will not be made prior to 1300 on the day of competition and will not apply to competitions that take place indoors. Cancellations for other reasons will need to be approved by the Operations Officer.

c. In addition to the intramural games played every semester, the Midshipmen Officers will ensure the following events are supported, organized, and executed.

(1) Intramural Playoff Tournament. Each season will conclude with a series of 16 bracket playoff tournaments, which will be organized by sport, with Companies seeded according to intramural record.

(2) Extramural competitions against the U.S. Air Force Academy (USAFA) and the U.S. Military Academy (USMA). In the Fall semester, competitions between USAFA and USMA will be scheduled during the week of their respective Varsity football game.

(a) Company teams will be selected to participate based on their standing at the time of the competition.

(b) Games will rotate between "home" and "away" annually.

(c) The Brigade PMO in coordination with the Intramural Officer will work with USAFA and USMA counterparts to ensure effective planning and coordination of all games.

(3) Intramural Champions Ice Cream Social. At the end of each semester, the winning teams from each sport will attend a social in recognition of their intramural championship victory. The social will be hosted by the Commandant of Midshipmen at the Commandant's Residence or as instructed by the Operations Officer. It is an opportunity for those midshipmen participating in Intramural sports to be recognized for their achievements, similar to Varsity and Club athletes. Brigade Champions will receive the following awards at the social:

(a) An engraved plaque with a photo of the winning team from the Commandant of Midshipmen to be displayed in their Company wardroom.

(b) Each midshipman will receive a championship t-shirt which they are authorized to wear per reference (c).

(c) Each midshipman will receive a championship insignia device, which they are authorized to wear Summer Working Blues per reference (c).

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

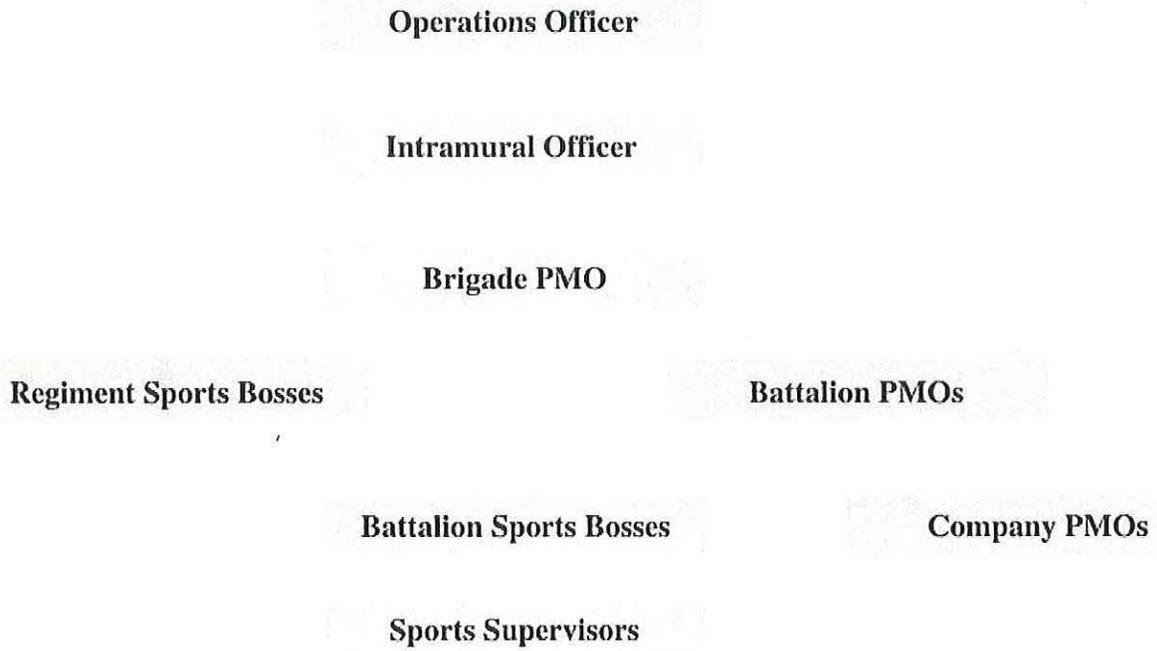
9. Review and Effective Date. Per OPNAVINST 5215.17A, the Intramural Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



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**INTRAMURAL SPORTS ORGANIZATIONAL CHART**



### INTRAMURAL SPORTS SUPERVISOR CHECKLIST

- \_\_\_\_\_ Arrive at competition location at least fifteen minutes prior to the beginning of athletic events
- \_\_\_\_\_ Check in all midshipmen electronically
- \_\_\_\_\_ Call company mate's desk of any company that fails to arrive within five minutes of their scheduled competition time
- \_\_\_\_\_ Record scores as companies depart
- \_\_\_\_\_ Turn in reports to Battalion Sports Boss for inclusion in the Intramural Database
- \_\_\_\_\_ Record and notify Intramural Officer and Brigade PMO of any injuries