



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 6100.2A
OPS
3 Jan 13

COMMANDANT OF MIDSHIPMEN INSTRUCTION 6100.2A

Subj: BRIGADE OF MIDSHIPMEN INTRAMURAL SPORTS PROGRAM

Ref: (a) COMDTMIDNINST 5400.6P
(b) COMDTMIDNINST 1601.12B
(c) COMDTMIDNINST 1710.14G
(d) COMDTMIDNINST 1020.3B

Encl: (1) Intramural Sports Organizational Chart
(2) Intramural Sports Bracket with Team Names
(3) Sports Boss Compilation Spreadsheet
(4) Company Roster Sheet
(5) Daily Intramural Sports Attendance Sheet
(6) Supervisor Checklist
(7) Supervisor Score Card
(8) Intramural Referee Checklist

1. Mission Statement. 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.

2. Cancellation. COMTMIDNINST 6100.2

3. 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.

4. Information. The Midshipmen officers will be organized according to enclosure (1) and 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 listed in enclosure (2).

5. Intramural Staff Responsibilities. 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. Intramural Staff duties are as follows:

a. Intramural Officer. The Intramural Officer has overall responsibility for the execution of this instruction and accountability of all Midshipmen officers within the Intramural Program. The Intramural

Officer will attend games, hold weekly meetings with Midshipmen staff, and utilize the Midshipmen Information System (MIDS) to continuously monitor the health of the program. Specific duties and responsibilities include:

(1) Develops a schedule for the intramural season and a Plan of Action and Milestones (POA&M) for all intramural events.

(2) Meets 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.

(3) Holds weekly meetings with the Brigade PMO, Battalion PMOs, and Battalion Sports Bosses to review the previous week's games and discuss upcoming events.

(4) Maintains all equipment and fields owned by the Intramural Program. Works 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 Program.

(6) Works with the Brigade PMO to plan, coordinate, and execute special events (scrimmages, extramural competitions, and banquets).

(7) Acts as liaison to other departments and outside organizations when requesting support for intramural events.

b. Administrative Assistant. As assistant to the Intramural Officer, participates in the organization and administration of the Intramural Program. In the absence of the Intramural Officer, the Administrative Assistant will administer the Intramural Program. Specific duties and responsibilities include:

(1) Prepares all necessary documents and instruction letters and disseminates these documents to the Midshipmen staff prior to the start of the intramural season.

(2) Compiles and maintains a list of all active Midshipmen Intramural Staff for dissemination and accountability purposes.

(3) Verifies daily the accuracy and completion of game results in the MIDS system. 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) Liaises with the Midshipmen staff to address any discrepancies found in the MIDS system.

(5) Records scores for all games and compiles standings reports electronically for dissemination to all Midshipmen, Battalion Officers, Company Officers and SELs.

c. Intramural Equipment Manager. The Intramural Equipment Manager is responsible for the installation, storage, inventory, repair, issue and return of all intramural equipment. He or she will maintain and store goals and competition equipment, to include repairing nets and organizing working parties to move equipment. Specific duties and responsibilities include:

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

(2) Maintains adequate stock levels of all required equipment. Provides 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 assembly and repair of all intramural equipment. Ensures all issued gear is clean, safe, and in serviceable condition before issue and return, prior to restocking.

6. Brigade of Midshipmen Intramural Organization

a. In accordance with reference (b), the Brigade Physical Missions Officer (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 Physical Mission Officer (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 coaching and officiating clinics for the intramural program.

(c) Conducts briefings with the Midshipmen PMOs, Battalion Officers, Company Officers, 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.

(f) Ensures Color Company points for intramurals are recorded, records maintained, and media and public relations are in operation. This is to include the weekly publishing of intramural results and forfeitures.

(g) Attends 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.

(2) Regimental Intramural 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 Sports Boss of the sister Regiment regarding drawing vehicles, equipment, and set up for specific sport programs or events.

(c) Ensures that intramural 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 Manager.

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

(3) Battalion Physical Mission Officers (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 two or three supervisors for the sport(s) assigned to his or her battalion.

(c) Ensures that the Battalion Sports Boss compiles intramural sports scores each day and forwards the attendance and forfeiture report (enclosure (3)) for inclusion in the Battalion 0800 report.

(d) Reviews company intramural rosters (enclosure (4)) in the Midshipmen Information System (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) Records scores for their sport(s) in MIDS and delivers copies of enclosure (3) and enclosure (5) to the Brigade PMO and Intramural Officer weekly.

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

(4) Battalion Intramural 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 supervisors, ensures that they are correct, and sends a daily report (enclosures (3) and (5)) to the Battalion PMO by 2200.

(b) Under the direction of the Regimental Sports Boss, coordinates with the Intramural 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 weekly to the Intramural Equipment manager regarding the status of all intramural gear. Conducts maintenance or repairs to intramural gear as required.

(d) Attends 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. Enclosure (4) is an example of a typical sign-up sheet. 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 intramural season.

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

(d) Ensures daily attendance and accountability is taken with enclosure (5) of all intramural teams prior to departing company area for intramural competition. This includes maintaining accurate rosters for each sport.

(e) Ensures that each coach takes enclosure (5) each day his or her team departs to participate in an intramural competition.

(f) Submits score card of competitions to the Company Duty Officer (CDO) for inclusion in the Company 0800 report.

(g) 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 but are required to attend no less than two days of intramural games per week. Sports supervisors will wear issued Intramural Supervisor T-shirts while supervising. Specific duties and responsibilities include:

(a) Carries out all duties on the sports supervisor checklist (enclosure (6)).

(b) Ensures that teams arrive together and are properly dressed in matching uniforms.

(c) Ensures that referees are present, in proper attire, and at their assigned locations.

(d) Collects *signed* team attendance sheets (enclosure (5)) when the coach checks in prior to the start of each intramural period. After teams check in, the supervisors will then walk around to each field and count the number of participants on each team, annotating the number in the lower right corner of the roster.

(e) 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.

(f) Submits score card (enclosure (7)) and attendance roster (enclosure (5)) 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 intranet website. These individuals will participate in intramurals. 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) Submits an accurate signed roster of the team (enclosure (5)) to the sports supervisor prior to each competition.

(d) Ensures that score is recorded by the supervisor and submits competition information to Company PMO upon return to company area for inclusion in the Company 0800 report.

(8) Intramural Sports Referees (MIDN 1/C, MIDN 2/C or MIDN 3/C). Responsible to their Company PMO and the Intramural Sports Supervisor for ensuring that each athletic competition is completed in a safe and rule-conscious fashion. These individuals will participate in intramurals. Specific duties and responsibilities include:

(a) Will wear issued referee jersey while acting as a referee and complete all items in referee checklist (enclosure (8)).

(b) Checks in with Intramural Sports Supervisor no later than five minutes prior to beginning of competition.

(c) Reports scores using enclosure (7) to Intramural Sports Supervisor following each game.

7. Enforcement. The intent of the Intramural Sports Program and this instruction is to afford Midshipmen the opportunity to demonstrate leadership and responsibility.

a. Should a Midshipman not responsibly fulfill his assigned duties, such actions will be noted in the Company, Battalion, and Brigade 0800 reports. His or her Company Officer will be notified, and conduct action will be taken. Such conduct is manifested in a Midshipman's:

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

(2) Failure to officiate a competition when that Midshipmen is assigned to do so.

(3) Absence from a competition without an excuse supported by the Midshipmen Table of Priorities.

(4) 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. Failure to return all intramural gear issued at the end of the 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 expiration of the regulation game clock.

7. Intramural Events

a. The Intramural season runs for 11 weeks in both the fall and spring semester.

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

c. Company PMOs will ensure that company PT takes place any day an Intramural competition is not scheduled.

(1) Company PT sessions will be at the discretion of the company PMO, however the following criteria must be met.

(a) PT sessions will be approved by the Company Officer or Senior Enlisted leader.

(b) PT sessions will last no less than 1-hour in duration.

(c) PT sessions will involve all Intramural players.

d. In addition to the weekly 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) Brigade Intramural Championship Games. At the conclusion of each sport's playoff tournament, there will be scheduled championship games, to which attendance of all non-participating midshipmen will be encouraged. Brigade Championship Games will include the following:

(a) BBQ for all participating Midshipmen and Midshipmen spectators, catered by Midshipmen Food Services Division.

(b) Musical, cheerleader, and photo support from requested activities listed in reference (c).

(c) Photo support from USNA PAO shop.

(3) Commandant of Midshipman Scrimmages. In the middle of each intramural season, the team with the best record from each sport will participate in a scrimmage against the Commandant and his staff. The winning Midshipmen teams will participate in a special event in the Midshipmen Activities Center (MAC). At the conclusion of each semester the Brigade Championship teams will participate in a scrimmage against the Commandant and his staff.

(4) Intramural competitions against the United States Air Force Academy (USAFA) and the United States 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 will work with USAFA and USMA counterparts to ensure effective planning and coordination of all games.

(d) The winning Midshipmen teams will participate in a special event in the MAC.

(5) Brigade Golf Tournament. Every spring semester the Midshipmen officers will plan and conduct a Brigade Golf tournament. The tournament is held on a Sunday afternoon and each company fields one team of four persons. This event represents an opportunity to boost the morale of the Brigade in a fun and safe environment. At a minimum, winning Midshipmen golf teams will receive the following prizes:

(a) 1st Place: \$100 yard card for each member.

(b) 2nd Place: \$50 yard card for each member.

(c) 3rd Place: \$25 yard card for each member.

(d) A \$50 yard card will be given out at the tournament for each winner of the longest drive, longest putt, and closest to the pin contest.

(6) Intramural Champions Awards Banquet. At the end of every semester, the winning teams from each sport will attend an awards banquet in recognition of their intramural championship victory. The banquet provides 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 banquet:

(a) An intramural trophy for each sport engraved with the winning team, presented by the Commandant of Midshipmen to the winning team and displayed in the Intramural trophy case on the first deck of Macdonough Hall.

(b) An engraved plaque with a photo of the winning team receiving their trophy from the Commandant of Midshipmen displayed in their company wardroom.

(c) Each Midshipman will receive a Championship blue rim T-shirt, that they are authorized to wear to their PE class, in accordance with reference (a).

(d) Each Midshipman will receive a Championship insignia device, which they are authorized to wear on the Summer Working Blues and Winter Working Blues, in accordance with reference (d).

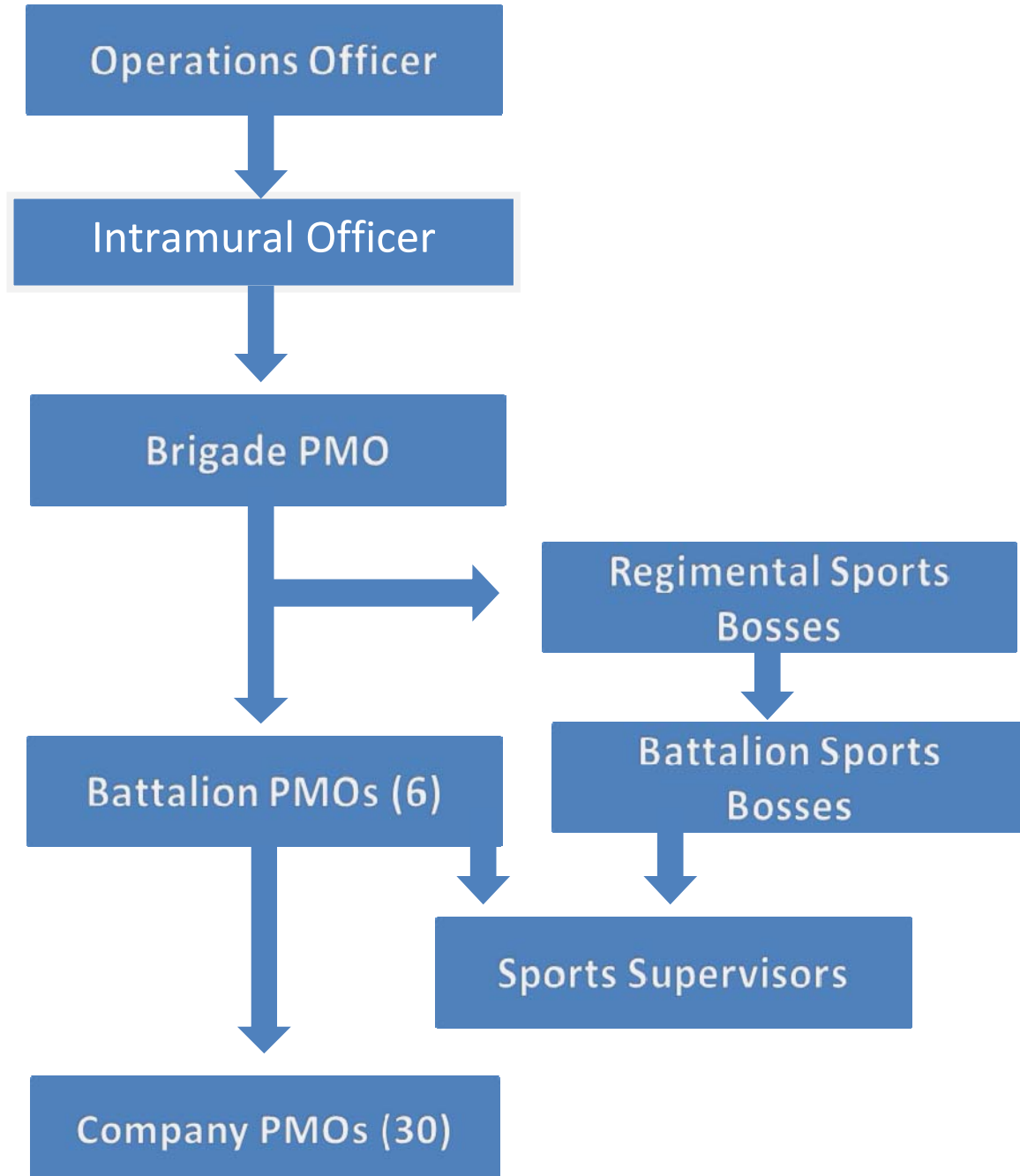
9. Review Responsibility. The Intramural Officer is responsible for the annual review of this instruction.

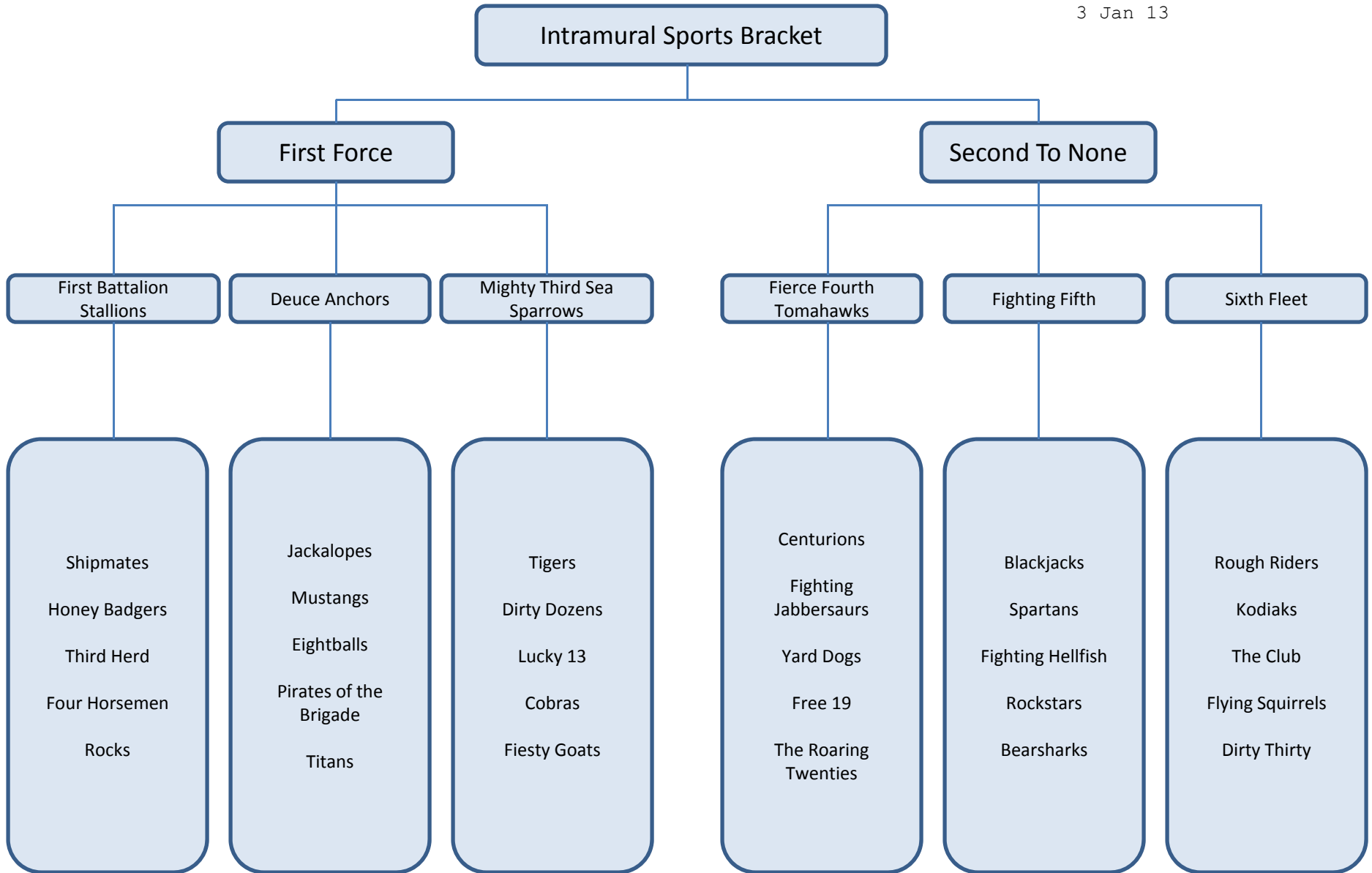


R. E. CLARK II

Distribution:
Non-Mids (Electronically)

INTRAMURAL SPORTS ORGANIZATIONAL CHART





SPORTS BOSS COMPILATION SPREADSHEET

Date: _____

Intramural Sport: _____

Company	# of games	# on Roster	# Present	# AA	# UA	Forfeit?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

COMPANY ROSTER

Intramural Soccer 6v6 (min 6/max 10)

USNA Intramural Officer
Macdonough Hall Rm. 206
410-293-7140



Company: _____

<u>Name</u>	<u>Alpha</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Coach: _____

Official 1: _____

Official 2: _____

* Coach may be a 1/C, 2/C, or 3/C Midshipman
 **Officials may be any Midshipman
 *Roster must be input to MIDS prior to the Intramural Season

INTRAMURAL SUPERVISOR CHECKLIST

Date: ____/____/____

- _____ Show up on fields at least ten minutes prior to the beginning of athletic competitions
- _____ Check in all coaches
- _____ Collect all *signed* rosters (Teams that do not bring a roster will forfeit their game)
- _____ Check in all officials
- _____ Walk around to each field and record number of Midshipmen present on each team
- _____ Record scores as companies depart
- _____ Turn in scores and rosters to Battalion Sports Boss for MIDs update and 0800 compilation

SUPERVISOR SCORE CARD

Date: ____/____/____

Sport: _____

Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____

Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____
Team 1: _____	Official Present? _____	
Team 2: _____	Score: _____ - _____	Winner: _____

Supervisor Name and Signature: _____

INTRAMURAL REFEREE CHECKLIST

Date: ____/____/____

- _____ Show up on fields at least ten minutes prior to the beginning of athletic competitions
- _____ Check in with Sport Supervisor
- _____ Keep regulation time for intramural competition
- _____ Count the number of Midshipmen present and participating on each intramural team
- _____ Record scores
- _____ Report scores to Sport Supervisor prior to departing the field