

**KADENA AIR BASE
INTRAMURAL GENERAL BYLAWS**

Updated 15 Sept 11



PURPOSE

This operating instruction is to provide guidance and direction to all Active Duty Air Force personnel assigned to Kadena Air Base, Okinawa, Japan.

OBJECTIVE

The overall objective of the Intramural Sports Program is to maintain the highest possible morale and physical well-being of all military personnel assigned or attached to Kadena Air Base.

ADMINISTRATION

The Intramural Sports Program will be administered and supervised by the Risner Fitness and Sports Complex Director; and will be directed by the Sports Program Director.

GENERAL PROVISIONS

The rules that govern each sport will be prepared under a separate cover. The Sports Program Director reserves the right to modify any and all rules with the best interest of all concerned.

ELIGIBILITY

- A. All Active Duty military, reservists, DoD/NAF civilians, local nationals and family members with government ID cards over the age of 18, assigned or attached to Kadena Air Base.
- B. Players may only participate for the squadron in which they are assigned. Personnel TDY to Kadena AB may participate with their assigned TDY unit only. **EXCEPTION;** Military member married to military member can be placed in the player's pool for their spouse's unit only if their unit does not have a team.
- C. Reservists, DoD/NAF civilians, local nationals, and their family members may play for either the unit their sponsor is assigned or in which they work in. They may participate when doing so does not prevent an Active Duty member from playing.
- D. Players transferring from one unit to another prior to the first game of the regular season must play with the new unit. Players transferring during the regular season may play for either unit. Players transferring during the regular season may play for either unit; however, after one game has been played with the team of the player's choice, the player has used up the option and must remain with that team for the rest of the season.
- E. Units not assigned or attached to Kadena are not allowed to participate in the Intramural Program, unless otherwise approved by the Risner Fitness and Sports Complex Director.
- F. Teams are not allowed to compete as a group; this is "unit" competition. It is the Unit Commander's, sports representative, and coach's responsibility to make sure their teams comply with this rule. Failure to comply will result in forfeiture from post-season play; and wall Commander Trophy points accumulated for this sport will be forfeited.

G. This program is comprised of two divisions: 1) Division I - Large units comprised of 200 or more active duty members, and 2) Division II - Small units comprised of 199 or less active duty members. If units enter more than one team (e.g. Team "B", "C", "D" and so on), only Team "A" is eligible for Commander's Trophy points. Small units will 199 or less active duty members may combine to form one team. Combined unit strength will not exceed 262 assigned personnel total. Any units wanting to combine forces will require a written request submitted to the Risner Fitness and Sports Complex Director, signed by both Unit Commanders requesting their units be combined for the entire Sports Fiscal Year Calendar season. Large units with more than 200 active duty members will not merge with other units.

GENERAL RULES

A. **Unsportsmanlike Conduct:** If a player is ejected for unsportsmanlike conduct, he/she will not be allowed to play for the remainder of the game. Player ejected must immediately leave the complex (out of sight and sound) or the game will be forfeited. Ejected players will be required to sit for an automatic one game suspension. Situations involving violent play or excessive unsportsmanlike conduct that target other players, coaches or game officials will receive additional suspensions at the discretion of the Sports Director. Two ejections in one season will result in an automatic banishment from the remainder of the regular and post season.

B. **Intramural Director will handle all flagrant misconduct.** If a player disputes a decision, he/she must do so in writing by 1200 hrs the following duty day after the decision has been made. The Sports Director has discretion to review and reverse any and all disciplinary penalties. Appeal of such decision can formally be requested by unit sports representatives and reviewed by an ad hoc meeting of the Sports Advisory Council disciplinary committee.

C. **Profanity** by team members or coaches will be considered unsportsmanlike conduct.

D. **Prohibited Use of Alcohol/Tobacco:** Players and coaches are not allowed to have alcoholic beverages or tobacco products on the playing fields or bench areas. Players using tobacco or are under the influence of alcohol under the judgment or discretion of the officials or having alcohol in the team area/field will be ejected from the game and is considered an unsportsmanlike conduct infraction. Recurring instances will result in Fitness and Sports Complex Director and offending individual's command leadership involvement.

E. Military uniforms will not be worn as part of the sports uniform.

F. Home teams will be determined by which team is listed first on the schedule, unless special bylaws state otherwise. Home teams will have choice of jersey preference and ability to submit roster last (golf, tennis and racquetball) for all individual sports.

G. **Rosters:** Full team rosters must be turned into the sports office at least one week prior to the first game. New/updated rosters not turned in by 1200 the day of the scheduled game will result in the game being cancelled and a forfeit will be assessed to the team(s). Changes to the rosters may be made before 1600 hrs Monday through Friday. A player not on the roster after participating in a game will be considered an illegal player and the game in question will be forfeited. Changes to the roster will not be authorized after two-thirds of the season is completed. Exception: Personnel PCSing in or returning from TDY will be allowed to be added to the roster, but will require proof such as orders, travel vouchers.

H. **Player's Pool Information:** Players wishing to be put into the player's pool must complete a Player's Pool Release Form from the sports office. Only players assigned or attached to Kadena are eligible. Players whose unit does not have a team may enter the player's pool by filling out a players pool entry form at the sports office. No additional letters are required. Players must have his/her commander or first sergeant sign the request form only if the unit has excess players releasing that individual into the player's

pool. Once the form is completed, the player is to return the form to the sports office. It is only then that the player is considered released to the player's pool. Players cannot pre-select the team they want to play with nor can the coach's pre-select players. Players need not be present for the draft. The draft is a blind process, players cannot be request or assigned out of turn. If a unit or player refuses an assignment after request they forfeit their player's pool privileges for the season.

Requesting Team: Squadrons with more than one participating team cannot draw from the player's pool. Units desiring players must submit a Players Request Form. It must be signed by unit fitness and sports representative and submitted to the sports office. Only then will the team be put into the draft pool. The first draft of the pool will be conducted at the coaches' meeting before start of the regular season. Requesting units from division 2 will draw from the first draft in a first in, first out process for both requesting units and players. During the first draft, each team will receive their first player before any team receives an additional player. Once all the teams have their first player, the process starts over. Division one units will only be eligible to draw players if all division two teams refuse player assignments or reach their full allotment.

Supplemental Drafts: Supplemental drafts during the regular season occur as follows: All eligible personnel can sign up for the draft anytime during the sports office's business hours. The sports director or designated official will conduct a blind draw immediately when the person signs up for the draft. Teams requesting players are offered a player before beginning the next draft. Teams not requesting players from the player's pool when each draft begins must wait until the next draft.

Player Pool Assignments: Players/teams may not refuse players pool assignments.

Note: For sports that require seven or less members to start a game, the maximum amount of players a team can draft are two. For sports requiring eight or more, the teams are authorized up to four players. The sports director must approve subsequent requests.

I. Protests: The sports office will not accept any protest other than player eligibility and/or rule interpretation. Standardized protest forms will be available at the officials table and **must** be completed at the next dead ball following the suspected rules misinterpretation. At this time, the protesting coach will contact the lead official and play will be stopped and the official protest form will be completed. Score, period, time remaining, situational variables (men on base, lineup spot, etc) will be documented by the officials with a description of the disputed play. Both teams will sign off on the protest and the contest will be annotated in the official scorebook or on the official score card.

Judgment Calls: Judgment calls are not considered protestable items. If coaches and game officials are not in agreement on the nature of a call (judgment vs. rules interpretation) protest will be filed for consideration. Coaches and players must be aware that the sports office will not reverse judgment calls of the officials unless misinterpretation or gross negligence can be proven.

Player's Eligibility: If a player's eligibility is protested during a game, the individual in question must render proper identification. The name will be noted in the official scorebook or on the official score card and checked by the intramural director against the team roster.

General Provision: Sports Director will decide all protests IAW Kadena rules bylaws and those of national sport governing body.

J. Post Season Play: The sports office is the sole decision maker on all protests or on rule interpretations. The sports office will decide on playing field conditions before game time. When play begins Officials' input will be requested before the final decision. If an ineligible player is identified, the team will be forfeited from the tournament. Players ejected for unsportsmanlike conduct will be out for the remainder of the tournament. Appeals to this rule will be treated on a case by case basis by sports director. The

whistle at the end of the game ends the game completely. No protests or disagreements will be allowed at this time.

K. Postponements/Forfeits: Game time is forfeit time. Inability to field a team at game time will result in a loss for that game. There will be no forfeiture fees assessed to the team, but if the team accumulates two forfeits, the team will be removed from the league. Coaches are required to fill out a Team Schedule Adjustment Request on the LOI before the start of the season. This will enable the schedule programmer to accommodate the team's duty commitments. Games will only be rescheduled to meet mission requirements. The season will not be extended to accommodate individual teams. It is the responsibility of the unit commander or first sergeant to submit a letter to the sports office 24 hours prior to the scheduled game stating the nature of the military contingency that warrants a game to be rescheduled. Exception: If mission requirement is short notice, letter is due no later than 1200 the following duty day.

Rescheduling Games: Rescheduled games **may** be played on Fridays and Saturdays; subject to change and schedule by the discretion of the Sports Director.

Forfeits: If a team forfeits out of the league, the win/loss record prior to removal will stand; any remaining games will be carried as a win for the opponents and a loss for the forfeiting team. The forfeited team will forfeit all Commanders' Cup points for that particular sport. The players of forfeited teams may enter the player's pool if team forfeit out before 2/3 of the season has elapsed. All games and special events are automatically cancelled due to Typhoon Condition 2 or greater, and for 18th Wing Recall/Exercises. Coaches will contact the sports office on bad weather days between 1400 and 1500 on the day of the game. After 1500, the decision to cancel game(s) will be conducted at game time at the field/facility. If the first game is canceled due to inclement weather, all the remaining games for that night are also canceled.

L. Type of Competition:

Division Breakdown: Intramural and Extramural Sports broken down depending on the number of teams entered, day of the week preference (Mon/Wed or Tue/Thu), and other pertinent data will determine the amount of divisions. Division I and Division II units will play in the same divisions. Play within each division will be single, double or modified round robin based upon numbers of teams and funds available. Teams with the best percentage in league standings will be selected for the post-season tournament.

Post-Season: The post-season tournament will be single elimination format. If the league has fewer than eight teams, the top four teams (total) will advance.

Awarding Commander's Trophy Points: Only one team from each squadron is eligible to receive Commander's Cup points. Regardless of designation i.e. "A", "B", "C", only the team that scores the most combined participation and competition points will receive Commander Cup points. See Commander's Trophy Points System guidelines section of these general bylaws.

League Champions: The win/loss records during regular season play will decide the league champions. In a two-division league, there will be two division championship teams. When a division has two or more teams tied at the end of the regular season, the ties will be broken by the following methods:

Head-to-Head Competition: If 3 or more teams are tied, a comparative matrix will be used comparing all results involving 2 of the tied teams.

Point differential in head-to-head competition:

SAMPLE:

	Points Scored	Points Allowed	Point Differential
Team 1	100	50	+50 (winner)
Team 2	80	100	-20

League Awards: The first place team in each division in a league (if more than one division) will receive a team award, if available. The first and second place teams of the tournament will also receive individual awards as follows:

Basketball	14 per team
Softball	20 per team
Volleyball	14 per team
Soccer	20 per team
Flag Football	20 per team

Note: For additional guidelines on the Intramural Program General Rules, please refer to 18 FSS FSVS OI 34-266-1, Section 8.

N. Ineligible Players: If a protest results from the alleged use of an illegal player during the league competition, and the protest is upheld, the offending team will forfeit the game in question. Additionally, the ineligible player will be suspended from play for the remainder of the season. Teams having illegal players will be banned from all league playoffs for that sport/season. In addition, the team will receive no Commander's Cup points for that sport. If an individual is assigned to a unit with more than one team, that individual will play with the team he/she has played their first game with. At no time will the individual be able to participate with another team. If the member plays with another team, he/she will be considered an ineligible player.

GAME SCHEDULES

X. GAME SCHEDULES

The Sports Program staff will publish game schedules with time and dates as appropriate. At the start of each game is when forfeitures will be identified.

ATTIRE

Appropriate athletic attire will be worn at all times. At no time will any part of the uniform be considered in order. Individuals will not be allowed to participate in the attire that does not meet the standard requirements as listed under separate Rules of Play for each sport.

STANDINGS

All ties and playoff positions will be decided based on head-to-head competition.

LIST OF SPORTS PROGRAM FORMS

A. Letter of Intent *

B. Team Roster*

C. Player's Pool Release Form

D. Player’s Pool Request Form

E. Player’s Pool Acceptance Letter

F. Schedule Adjustment Request

**These forms must be received in addition to attendance by coach (or designated appointee) at coaches meeting in order for a squadron to become eligible for participation.*

To gain a copy of these forms, please contact the Sports Office.



COMMANDER’S INTRAMURAL PROGRAM POINTS SYSTEM

A. The purpose of the Commander’s Trophy Program is to generate interest and participation in the Intramural Sports Program, and to increase unit morale and esprit de corps. All units assigned to Kadena AB are eligible to participate in the Commander’s Trophy Program. This program is comprised of two divisions: 1) Division I - Large units comprised of 200 or more active duty members, and 2) Division II - Small units comprised of 199 or less active duty members.

B. The Commander’s Trophy will be awarded to the unit in each category that accumulates the most points in a Sports Fiscal Calendar Year. A Sports Fiscal Calendar Year is defined as starting in October and ending in September with the following seasons: Soccer (October-November), Flag Football (December-January), Basketball (February-April), Volleyball (May-July), and Softball (Jul-September).

C. Commander’s Trophy Points will be awarded for participation in five of the core intramural sports (Soccer, Flag Football, Basketball, Volleyball, and Softball) accordingly to regular season standings (1st to 5th place). Points are also awarded for attendance to each Coaches and Sports Advisory Council Meetings. The point breakdown is as follows in Table 1:

Table 1. Commander’s Trophy Points System

Activity	Remarks	Points
Fitness & Sports Advisory Council Meetings	Unit Representative must be present (held on a quarterly basis, or as designated by the Sports Program Director)	25 points
Coaches Meetings	Unit Representative must be present	10 points
Regular Season Standings	1st Place 2nd Place 3rd Place 4th Place 5th Place	20 points 15 points 10 points 7 points 5 points
Post-Season Standings	1st Place 2nd Place Semi-Finals Quarter Finals	20 points 15 points 10 points 5 points
Regular Season Participation Points	Awarded to units who participate in Intramural sports	25 points

Forfeits	<i>Points will be deducted for forfeits</i> ; each game forfeited will be a 10 points. If a team forfeits out of the league, the unit will lose all points earned for that sport	-10 points
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D. If units enter more than one team (e.g. Team “B”, “C”, “D” and so on), Regardless of designation i.e. “A”, “B”, “C”, only the team that scores the most combined participation and competition points will receive Commander Cup points. Small units will 199 or less active duty members may combine to form one team. Combined unit strength will not exceed 262 assigned personnel total. Any units wanting to combine forces will require a written request submitted to the Risner Fitness and Sports Complex Director, signed by both Unit Commanders requesting their units be combined for the entire Sports Fiscal Year Calendar season. Large units with more than 200 active duty members will not merge with other units.

E. The Risner Sports Program Director will control and record the Commander Trophy points during the fiscal calendar year. Commander’s Trophy standings will be posted on the sports program bulletin board maintained in the Risner Fitness Center. In addition, the top five teams will be announced to attendees at each Sports Council Advisory Meeting.

F. Before the start of the next Sports Fiscal Calendar Year (after softball and before soccer), the Commander’s Trophy will be awarded to the unit with the most accumulated points for each division (Division I-large and Division II-small). These trophies will be maintained by the winning unit, and returned prior to beginning of the next Sports Fiscal Calendar Year. Presentation of the trophy will be scheduled by the Sports Director through leadership channels; date and time of presentation will be announced by the Sports Program Director through Unit Sports Representatives of the presentation of these trophies in a formal venue presented by one of the following individuals: 18 WG/CC, 18 MSG/CC, 18 FSS/CC or designated representative as schedules permit.

