



LETTER OF INTENT (LOI)

FROM: MWR SPORTS COORDINATOR

TO: _____
(Command)

SUBJECT: Captain's Cup Intramural Sports Program

1. The MWR Sports Office is now forming it's _____ intramural season. The league is *tentatively* scheduled _____ through _____. If your command intends to participate in this sport, complete this memo and return to the MWR Sports office at CKFC, by the following deadline _____ to ensure your command's placement in the league.

2. The mandatory coaches meeting which includes bylaws interpretation will be held at _____ hrs on _____.

3. If your command is not participating in this sport of the command has a full roster and no space is available for additional players, the coach or players may obtain, complete, and return a Captain's Cup Waiver Form to the Sports Coordinator in order to participate on another team.

4. Teams that fail to appear for a scheduled game and do not give a 24-hour appropriate command commitment notice will be responsible for payment of one-half of the officiating fees for that scheduled game. Teams that fail to pay this fee prior to the next scheduled game will be removed from the league and have the Captain's Cup participation points for this sport revoked. After a second no-show the team will be removed from the league and still be responsible for said fees. The exception to the above is when members of the team have operational commitments with no advance notice, in which case, the unit's Commanding Officer will provide a written endorsement to that effect. If enough team members are available to participate, schedule request will be approved.

5. Please read and sign the statement below:

I understand that our coaches are aware of the intramural sports program and will abide by the policies and bylaws that govern them. Our command can support a team(s) for the duration of this season through playoffs and championship

Print Name (CO/ XO / CMC)

A Team Coach Name • Phone Number

CO/ XO/ CMC Signature

B Team Coach Name • Phone Number

Date

C Team Coach Name • Phone Number

CO/ XO/ CMC Phone Number

D Team Coach Name • Phone Number