**MEMORANDUM FOR:** SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 2019 Capital Classic Men and Women’s Basketball Program

**1. References:**

 a. AR 215-1, Morale, Welfare and Recreation Activities, dated 24 September 2010.

 b. 2018/2019 National Collegiate Athletic Association Rule.

**2. Purpose:**

 a. This MOI provides policies and procedures to assist coaches and team representatives with the implementation of the Joint Base Myer- Henderson Hall (JBM-HH) 2019 Capital Classic Men and Women’s Basketball Tournament.

**3. General:**

 a. The tournament will be conducted 15-18 February 2019 at Gyms within the JBM-HH Community. The tournament format will be 3GG.

 b. The team entry fee is **$550.00** per team, with a $100.00 deposit due by February 1, 2019, followed by the remaining entry fee ($450.00) due on the first Tuesday of February (**5 February**). Entry deposits are due no later than **1 February 2019**.Make money orders or checks payable to JBMHH IMWRF, mail to 414 Sheridan Ave, Ft Myer VA 22211, ATTN: Richard Pulignani. Cash, check, money orders or credit cards will be accepted as payment. Any team that withdraws from the tournament ***after 1 February 2019*** will not receive a refund of their entry fee.

 c. Should there be any special situations regarding payment of the entry needs to be directed to the following person: Mr. Richard F. Pulignani, 703-696-7861.

**4. Team Rosters:**

 Each team is required to submit their roster form found on <https://www.quickscores.com/capitalclassic> . Team rosters are limited to 15 players and 2 non playing coaches and must be submitted prior to **or** at the Coaches Meeting. Once your first game begins there will be no additions or adjustments made to your roster. The roster form found on Quick Scores is the only accepted official roster and the following information is required for acceptable submission: FULL NAME OF PARTICIPANT, RANK, BRANCH OF SERVICE, UNIT, and MAILING ADDRESSES!

**5. Eligibility:**

 a. Men’s Teams – open to Active Duty, Reservist/National Guard, and three **(3) DOD Civilians (DOD Employees, Military Retirees and Dependents are eligible DOD Civilians).** Family members of Active Duty personnel must be 18 and older and graduated from high school to participate. ***Contractors and Non-Government civilians are not eligible. CAC cards with green bar will not be accepted.***

 b. Women’s Team – open to Active Duty service members, Military Retirees, Reservist, National Guard, DOD Civilians, Federal Employees, Contractors, and family members of Active

Duty personnel who are age 18 and older and graduated from high school.

 c. All team members must have their Military/DOD identification card with them at all times, in the event any questions regarding player eligibility. ***Team members will be required to present their ID card prior to their team’s first game and at any time during the tournament; those who fail to present a valid ID card will be prohibited from playing.*** A team caught using an ineligible player will forfeit the game in question.

**6. Rules:**

 a. All teams must be ready to participate in this program at 1700 on the 15th of February 2019.

 b. Game time is **FORFEIT TIME**. Line ups are due to the Official scorer 10 minutes prior to game time.

 c. Teams are responsible for providing their own uniforms of the same color and ***eligible numbers***. The fitness center is not responsible for providing jerseys or doing laundry.

 d. Any player, coach or spectator who is ejected from the playing area for ***flagrant misconduct*** (e.g. fighting, threating an official, or intentionally trying to hurt someone) that individual or group of individuals is prohibited from participating in the remainder of the tournament and ***required to leave the playing site within one (1) minute of ejection***.

 e. Should a player being ejected from a game for **other than fighting** - he/she is ineligible for the remainder of the current game plus the following scheduled game.

**7. Protests:**

 Player eligibility is the only acceptable protest. When a protest or dispute is lodged during this tournament, the game will be stopped at the point of protest, the JBM-HH Chief Athletic, Fitness & Aquatics will render a decision. Once the decision has been made the game will resume at the point it was stopped.

**8. Awards:**

 Team awards will be presented to 1st and 2nd place teams. Individual awards (a total of 17 awards) will be presented to 1st and 2nd place teams, Tournament MVP. Three point contest awards for Male and Female. All Tournament Coaches.

**9. Special Events:**

 This year’s Special Events will be held at the Myer Gym. There will be contests for players and spectators, announcements will be made and promotional materials located at each host site.

**10.** Please inform your players and fans. **The coaches meeting will be held at 1400 on 15th of February 2019 at Ft Myer Fitness Center (414 Sheridan Avenue, Fort Myer, VA 22211).** We will handout team collect rosters, discuss schedule and allow time for our lead Referee to answer any questions.

**11.** Points of Contact:For further information contact Richard Pulignani at 240-377-1332 or email: Richard.f.pulignani.naf@mail.mil

 ***Richard Pulignani***

 Richard Pulignani

 Sports Director

**DISTRIBUTION:**

Community Coach/ Representatives

