



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON,  
FORT EISENHOWER 307 CHAMBERLAIN AVENUE  
FORT EISENHOWER, GEORGIA 30905-5730

AMIM-EIW-WR

MEMORANDUM FOR INSTRUCTION/INTENT TO PLAY

**SUBJECT:** 2024 Unit Level Volleyball for Men/Women Program

1. **GENERAL:** The Unit Level Volleyball Program will be conducted during the period of February - May 2024.

2. **ORGANIZATION:** The Volleyball Program will be based upon unit level competition. Individual registration will be accepted from members of units that do not have an organized team. The Sports Office will make assignments. Units desiring to enter a team must submit their Memorandum of Intent not later than 18 January 2024, to the Sports Office (Bldg. 44401). The enclosed memorandums are provided for convenience in notifying the Sports Office.

3. **RESPONSIBILITIES:**

a. Sports Director: Responsible to Directorate of Family and Morale, Welfare, and Recreation (DFMWR) for planning, organizing, scheduling, implementation and overall supervision of the league, resolution of problems, complaints and protest.

b. Unit Commanders:

(1) Submit enclosed Memorandum of Intent to participate not later than 18 January 2024.

(2) Notify the Sports Office in your Memorandum of known dates and daily times the unit will not be available for competition due to military training, exercises, change of command, etc.

(3) Ensure the coach or a designated representative attends a coach's organization meeting (Bldg. 44401) at 1300 hrs, 18 January 2024. Prior to scheduling of practice times, attendance of coach and/or representative at the organizational meeting is required.

4. **PROCEDURES AND RULES:**

a. Matches will be played according to The United States Volleyball Association (USVBA) rules and the additional/amended rules published herein. Each match will consist of three games with one point for each win and zero point for each loss.

b. Forfeit time will be game time. All teams must be on the floor ready to play at the scheduled time. Failure to do so will result in a forfeit.

c. Teams forfeiting two games for failure to play at scheduled time will be dropped from the league including tournament play.

d. Protests will be accepted for ineligibility only and must be filed in writing not later than 1600 the next scheduled duty day at the Sports Office (Bldg. 44401). The decision of the first referee is final and no appeals shall be made. Additionally, the protest must contain the following information:

(1) The date times and places of the game.

(2) Names of the umpires and scorekeeper.

(3) The rule and section of the official rule.

(4) The decision and/or condition surrounding the cause for protest.

(5) All essential facts involved in the matter of the protest.

e. Team composition will be limited to 12 individuals to include coaches, managers, and administrative personnel.

f. Cancellations will be accepted and rescheduled only for military commitments that involve the entire unit, and only when the Sports Office has been notified prior to 1400 the day of the scheduled match. All games will be played on dates indicated by the playing schedule.

g. Players ejected from a game for unsportsmanlike conduct will be suspended for one match. A player ejected from the game for unsportsmanlike conduct a second time during the season will be suspended for the remainder of the playing season, to include tournament games. A player who is detected participating in any manner during suspended period by any member of the Sports Staff, an Official or Opposing Player will automatically be suspended from further participation for the remainder of the season, and the offending team will forfeit all games in which the suspended player participated.

h. The pre-game coin toss will be initiated by the first referee 10 minutes before the first game of each match.

i. There is no designated warm-up area.

j. The match can start with five (5) players on a side, and a sixth player (up to as many as a twelfth) can be added, signed into the roster, during the game.

5. **TROPHIES:** Team trophies will be presented to the first, second, and third place teams. Individual awards will be presented to the first and the second place teams in the post-season tournament play only.

6. Point of contact is Mr. Neil Smith, e-mail [neil.j.smith.naf@army.mil](mailto:neil.j.smith.naf@army.mil) or 791-1142.

Encl

LARRY W. COGGINS  
Chief, Recreation Division

MEMORANDUM FROM \_\_\_\_\_

18 October 2023

MEMORANDUM FOR: SPORTS OFFICE (Bldg. 44401)

SUBJECT: **2024 UNIT LEVEL MEN/WOMEN VOLLEYBALL PROGRAM**

1. My Unit has received the Letter of Memorandum concerning the 2024 Unit Level Men/Women VOLLEYBALL Program Guidelines and does ( ) does not ( ) intend to participate.

2. This unit cannot participate due to known military commitments on the following dates:

3. This unit can ( ) cannot ( ) compete in games scheduled at 1700 hours.

4. The POC for my unit is \_\_\_\_\_ and the contact phone is \_\_\_\_\_.

5. POC e-mail \_\_\_\_\_

\_\_\_\_\_  
COMMANDING

\_\_\_\_\_  
DATE