

**MEMORANDUM FOR ALL SQUADRON SPORTS REPRESENTATIVES**

**FROM:** 374 FSS/FSVS (Intramural Sports Office, Tel: 5-8889)

**SUBJECT:** Letter of Intent (LOI)

1. The Athletic Department is now organizing the **INTRAMURAL BASKETBALL** program for the 2009 season, which will begin **December 09**.

2. A successful Intramural program begins with the timely completion and submission of a Letter of Intent; submit this LOI NLT **25 November 09** as to whether your organization will participate in this program. **Compliance with the entry deadline will be strictly enforced.** Squadrons who wanting to enter their units should designate a coach, alternate representative and complete the Letter of Intent attached below. Please return to 374 FSS/FSVS. **You may Scan and email to SSgt Frederick Guild ([Frederick.guild@yokota.af.mil](mailto:Frederick.guild@yokota.af.mil)) and/or SrA Tariq Hassanali ([Tariq.hassanali@yokota.af.mil](mailto:Tariq.hassanali@yokota.af.mil)) or FAX this Letter of Intent to the Sports Office at 225-9633.**

3. Each squadron may enter one team (A Team) to be designated as the Commander’s Trophy Team. All other additional teams are *Recreational Teams*. If a unit submits a second team, players may not be interchanged. Rosters of all players on each team must be submitted to the Sports Office. It is the responsibility of the respective coaches to keep rosters current.

4. **MANDATORY COACHES MEETING ARE FOR ALL TEAM COACHES/CAPTAINS** will be held at **SAMURAI FITNESS CENTER ANNEX 2<sup>ND</sup> FLOOR CONFERENCE ROOM.**

**(ANNEX Bldg. 665):**

**9 December 09 AT 1400 HRS**

5. If your squadron does not enter a team but you have personnel interested in participating, submit their name, rank, unit, and duty phone on a separate letter, signed by the commander, requesting that personnel be placed into the player’s pool.

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**LETTER OF INTENT**

**MEMORANDUM FOR:** 374 FSS/FSVS

Date \_\_\_\_\_

**FROM:** (Squadron) \_\_\_\_\_

**SUBJECT: INTRAMURAL BASKETBALL**

1. In reply to the above letter, our organization (will) (will not) participate in the **INTRAMURAL BASKETBALL** program.

2. The coach and alternate coach of our team will be Please Print.

\_\_\_\_\_  
(Coach)

\_\_\_\_\_  
(Rank)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Alternate)

\_\_\_\_\_  
(Rank)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
Squadron Sports Representative