3-09/300.05 - Department Athletic Teams and Events

Official sanctioned Department teams and events shall be organized and maintained in accordance with the following requirements:

- To obtain official team status, the concerned unit commander or Department athletic director, when there is no unit identity, shall direct a memorandum setting forth the need and scope of the athletic program to the concerned division chief(s) or division director for approval. Approved requests shall be forwarded to the Department athletic director for final approval and record keeping;
- All team members shall be full-time employees assigned to the units entered in competition;
- Units desiring to enter their Department approved team in an event shall submit, prior to the date of the event, a memorandum to the Department athletic director, containing the following:
    - Date of the event;
    - Time and location of the event;
    - A team roster, including names of team members and substitute participants; and
    - A copy of completed SH-AD-636 admonition for each Department member. The original of the SH-AD-636 shall be placed in the employee's unit personnel file.
- A list of all limited duty status employees enrolled in an event or a team member and their restrictions.

The Department athletic director will issue a notice of approval or disapproval for the requested team event to the concerned unit commander.