

Office Symbol _____

DATE _____

MEMORANDUM FOR SPORTS TEAM REPRESENTATIVE

SUBJECT: Letter of Intent to participate in the 2026 Intramural Basketball League Tournament January 12 - March 18, 2026, Monday and Wednesday, Wells Field House.

Attend Tournament/Coaches meeting on Thursday, December 11, 2025 at 1300 hours at Graves Fitness Fitness Center (2116 Abbott Rd., Bldg. 2116).

1. Installation/Team Name: _____
will participate in the 2026 Fort Belvoir Intramural Basketball League/Tournament. All team members are eligible and have a DOD identification card.
2. Coach's Name: FIRST _____ LAST _____

Duty Phone _____ Cell Phone _____
Email: _____
3. Assistant Coach Name: FIRST _____ LAST _____

Duty Phone _____ Cell Phone _____
4. **Tournament fee is \$350 per team (6 or more civilians) or \$35 per civilian, due by December 19, 2025. To make a payment, please call (703) 806-5368/4430. Military teams/participants are free.**
5. **Deadline for turn in of Letter of Intent is December 19, 2025 in the Sports Office at Graves Fitness Center or by email to sheila.j.edwards.naf@army.mil; karen.l.shepherd2.naf@army.mil; geneva.smithmartin.naf@army.mil.**

(MANAGER/COACH/
SPORTS DIRECTOR NAME
PRINTED)

(MANAGER/COACH/
SPORTS DIRECTOR NAME
SIGNED)