From: MSgt Susan Daood, Regimental Commander

To: Young Marines, Young Marine Parents, and Registered Adults

Subj: LETTER OF INSTRUCTION (LOI) Ohio Regimental Games

Encl: (1) Unit Commander Instructions

 (2) Regimental Games Rules

1. Purpose. The purpose of this LOI is to provide guidance for individual planning and execution of the event scheduled to take place from July 13, 2017 6:00pm to July 15, 2017 4:00 pm. Every Young Marine, Parent/Guest and Registered Staff involved in expected to read, become familiar with, and abide by the instructions published herein.
2. Situation. Units will begin to arrive no earlier than 6:00 pm on Friday, July 12, 2019. Uniform on Friday for each unit is at the discretion of the Unit Commanders. Uniform on Saturday is PT gear with unit T-shirt. Uniform on Sunday is the camouflage uniform with red national t-shirt.
	1. Blouses and covers may be removed at the direction of the Regimental Commander in the event weather becomes an issue.
3. Mission. The mission of the Ohio Regimental Games is to allow our Young Marines and Adult Volunteers to meet, greet and learn from each other, while engaging in some friendly competition. Any Young Marine or Registered Adult who behaves in such a manner that discredits the program will be asked to leave.
4. Safety. No training or event is worth injuring or harming a Young Marine. Accordingly, the following actions will take place at all levels:
	1. Registered Adults and Young Marines holding leadership billets will continually monitor their subordinate Young Marines for medical conditions and physical accountability. Each unit is responsible for its own members.
	2. Prior to performing unusual activities, safety aspects will be discussed, as well as safety debriefing by a Registered Adult.
	3. Each unit will designate their own Medical Officer to be on deck throughout the encampment weekend. The Medical officer will maintain the First Aid supplies and be the 1st echelon responder in case of injury to a Young Marine member.
5. Security. Each Young Marine is required to stay with their Young Marine unit. Once a Young Marine is signed in, that Young Marine will not leave the unit’s Area of Operation with anyone, including that Young Marine’s parents until properly signed out. Every Registered Adult and Senior Young Marine is charged with the safety of every Young marine in his or her care. Each unit is responsible for a fire watch, if applicable, in their assigned berthing area.
6. Administration.
	1. Disciplinary action. All Young Marines and Registered Adults are subject to disciplinary action by the Regimental Commander, their Unit Commander or designee for this event if found guilty of breaking Young Marine rules and regulations as stated in the Young Marine Guidebook, Registered Adult Manual, or Regimental Games Rules attached. Registered Adults are to facilitate fun, wellness, safety and comraderies. Any discourse that is detrimental to the atmosphere of the games and that Registered Adult will be asked to leave.
	2. Parents. This LOI must be signed by a Parent and/or Legal Guardian and the Young Marine prior to the event. Unit Commanders are responsible for providing emergency POC info for each parent.
	3. Use of drugs and alcohol, and/or carrying personal firearms and/or knives of any kind is strictly prohibited by any person entering Camp Lazarus.
	4. Personal Appearance. All Young Marines and Registered Adults are expected to maintain high standards of appearance, including but not limited to haircuts. Unauthorized uniforms are not allowed to be worn.
7. Logistics.
	1. Transportation. Units are responsible for getting their Young Marines to and from Camp Lazarus. See enclosure (5).
	2. Lodging. Young Marines and Registered Adults will be housed in cabins at Camp Lazarus. Designation of all females will be annotated and marked on-site.
	3. Food Service. The following meals will be provided: Saturday: breakfast, lunch and dinner Sunday: Breakfast and lunch. Units are responsible for feeding their unit on Friday evening and Sunday evening. **All water on Camp Lazarus, regardless of source (building, drinking fountain, lawn hydrant) is potable which means it is filtered and safe to drink.**
	4. Gear List. Unit Commanders are responsible for creating a gear list for their unit. See above uniform requirements as listed in paragraph 2.
8. Medical.
	1. Medications. Each Unit Medical Officer will collect and secure all medication upon each Young Marine’s arrival and distribute meds in accordance with dispensing instructions provided by the parent/legal guardian. Medications must be in the original containers. Please ensure all medications are properly labeled so another medical officer may assist in case of emergency. Under no circumstances will any Young Marine be permitted to carry medications on their own.
	2. Medical Forms. All Unit Commanders must be able to provide completed Standard Activity and Training Forms that are attached in case of emergency
	3. Medical Supplies. Each Unit and respective Unit Medical Officer will be responsible for providing their own medical supplies necessary to accommodate any medical conditions of their Young Marines or staff.
9. Command and Signal.
	1. Officer in Charge: Susan Daood, Regimental Commander.
	2. Executive Officer: James Morgan, Regimental XO
	3. Camp Lazarus Ranger: Phil Smith, Facilities Director
	4. Emergency Numbers:

Camp Lazarus, 4422 Columbus Pike, Delaware OH 43015

740-548-5502

Mt Carmel Fitness and Health Hospital

7100 Graphics Way Lewis Center OH 43035

740-953-4444

Grady Memorial Hospital, 561 West Central Ave, Delaware OH 43015

740-615-1000

Nationwide Children’s Hospital

700 Children’s Dr., Columbus OH 43205

800-792-8401

**ACKNOWLEDGEMENT STATEMENT**

Young Marines without this form signed by them and a parent or legal guardian will not be allowed to attend this event.

I have read, or had read to me, and fully understand the contents of this LOI for the 2019 Ohio Regimental Games. As a Young Marine, I fully understand the intent of the LOI and will comply with the rules that have been stated.

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YM Printed Name YM Signature Date

As a parent, I fully understand the intent of the LOI and will comply with the rules that have been stated.

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Printed Name Parent/Guardian Signature Date

**Unit Commander Instructions**

***Upon receipt of this LOI, please email Susan Daood (******centralohioyoungmarines@gmail.com******) with your intent or not of attending this event. Please provide a guestimate on number of attendees from your unit.***

**Final Unit Rosters must be emailed to** **centralohioyoungmarines@gmail.com** **no later than Sunday, 1 Jul 2018.**

**Rosters must include the following for all Young Marines and Registered Adults attending from your unit: Name, gender, unit, dietary needs, medical conditions**

**\*this roster, once submitted, will not be changed and you will be responsible for paying for all Young Marines and Adults on the roster.**

When submitting your roster, please state who your unit Medical Officer is and their qualifications.

Money for the event will be due on your arrival on Friday, 12 Jul 2019. Checks made payable to Ohio Regiment will be accepted.

Cost: $48.00 per person. That includes all Young Marines and Registered Adults attending.

Discounts for partial attendance will not be given.

Meals will be provided on Saturday (3 meals) and Sunday (2 meals). Dinner on Friday and Sunday is the responsibility of the unit. Meals are already in the cost of $48.00.

Unit Commanders are responsible for their units Standard Activity Forms and Hold Harmless Agreements. The Regimental Staff will not ask for them unless an issue arises that requires a copy of those forms.

*Events are still being finalized. We are trying to utilize new areas of camp and am waiting on the camp to determine feasibility. As soon as the events are finalized, an updated LOI will be sent to all units.*

 Enclosure (1)